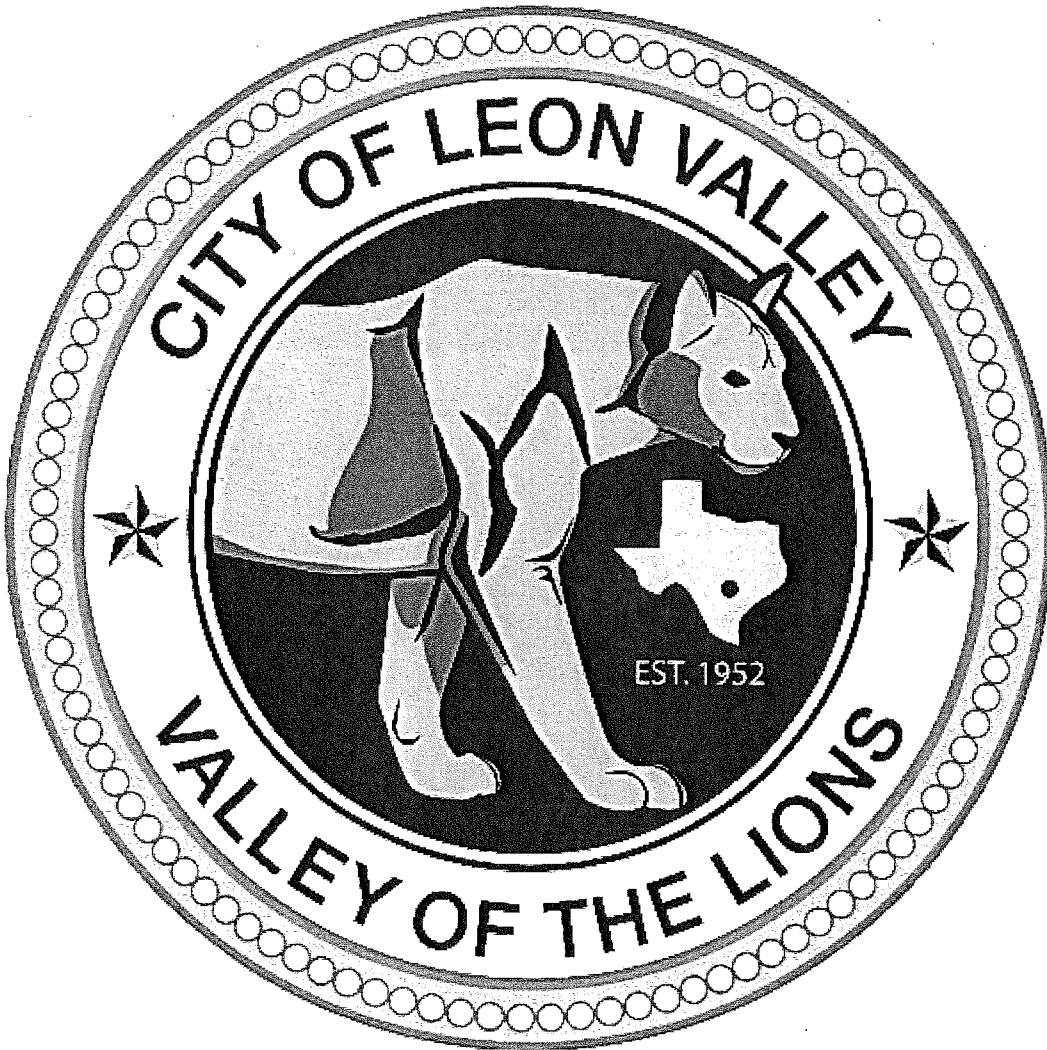


CITY OF LEON VALLEY



ANNUAL OPERATING BUDGET FY 2018



September 20, 2017

Honorable Mayor and City Council:

Attached is the adopted annual budget for Fiscal Year (FY) 2018. The General Fund budget is balanced. As presented for all other funds revenues are sufficient to meet budgeted expenditures for operations, capital improvements, equipment replacement, and debt service for the next fiscal year. City Staff prepared the budget in a very prudent manner that concentrates resources on the day-to-day basic services of the City such as police, fire and public works.

General Fund

The highlights of the budget for the General Fund include no proposed increase in the ad valorem tax rate. Total General Fund operating revenues are budgeted at \$10,236,632, operating expenditures are budgeted at \$8,924,068 and capital expenditures are budgeted at \$2,210,015. Funding for capital expenditures comes from the capital reserve and not current year operating revenues with the exception of \$1,287,750 for the construction of the Evers Road Bridge. Funding for this project is coming from the Texas Department of Transportation (TxDot).

To fund the FY 2018 General Fund Budget, we set the tax rate at \$0.556599 cents per \$100 of valuation. This is the same tax rate as FY 2016. The tax components are as follows: \$0.478752 for Maintenance and Operations and \$0.077847 for Interest and Sinking (I&S) Fund Debt Service. A slight increase of \$95,919 is included in the budget for Property Tax revenue which is attributed to higher property values.

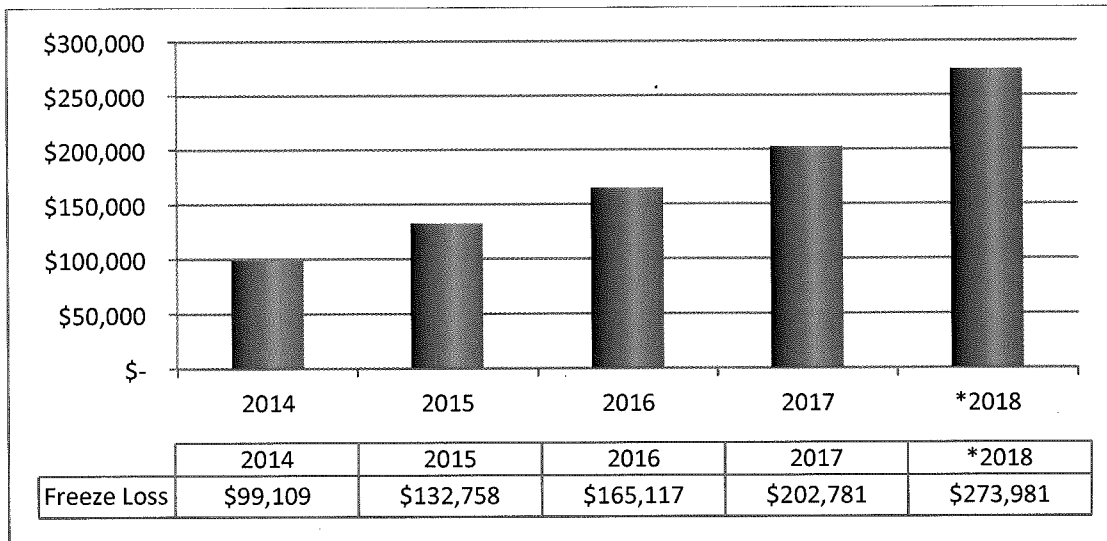
Sales tax is budgeted at the actual collections for FY 2016 and an additional \$291,828 has been added for the 1/8 cent sales tax that was going to the Leon Valley Economic Development Corporation (LVEDC) and is now going to the General Fund. The voters of Leon Valley voted to abolish the LVEDC in November 2016 and also voted at the same election to increase the City's sales tax by 1/8 cent for economic development. Licenses, Permits, Fees and Fines reflect an increase of \$1,048,000 which is due to new fees added for the Impound Lot.

General Fund operating expenditures for FY 2018 reflect an increase of \$388,718. The increase is attributable to the addition of the Impound Lot, a 2.0% Cost of Living Adjustment and increases in, retirement, worker's compensation and property and liability insurance. Capital expenditures increased \$1,114,387, which is attributable to the construction of the Evers Road Bridge.

In 2005, citizens voted to freeze taxes on individuals over 65 years old. This means that when an individual turns 65, the value of their home and the amount of taxes they are paying are frozen in Leon Valley. That is why there are two components to the taxable value calculation.

When calculating taxable freeze adjusted, the taxable value that is frozen must be subtracted and the dollars that are calculated for the freeze portion are then added to the amount of dollars that the City will receive from ad valorem taxes. For FY 2018, the City will lose an estimated \$49,224,056 in taxable value or \$273,980 in revenue.

The chart below demonstrates the revenue loss from the freeze for the last four fiscal years and the estimated loss for FY 2018:



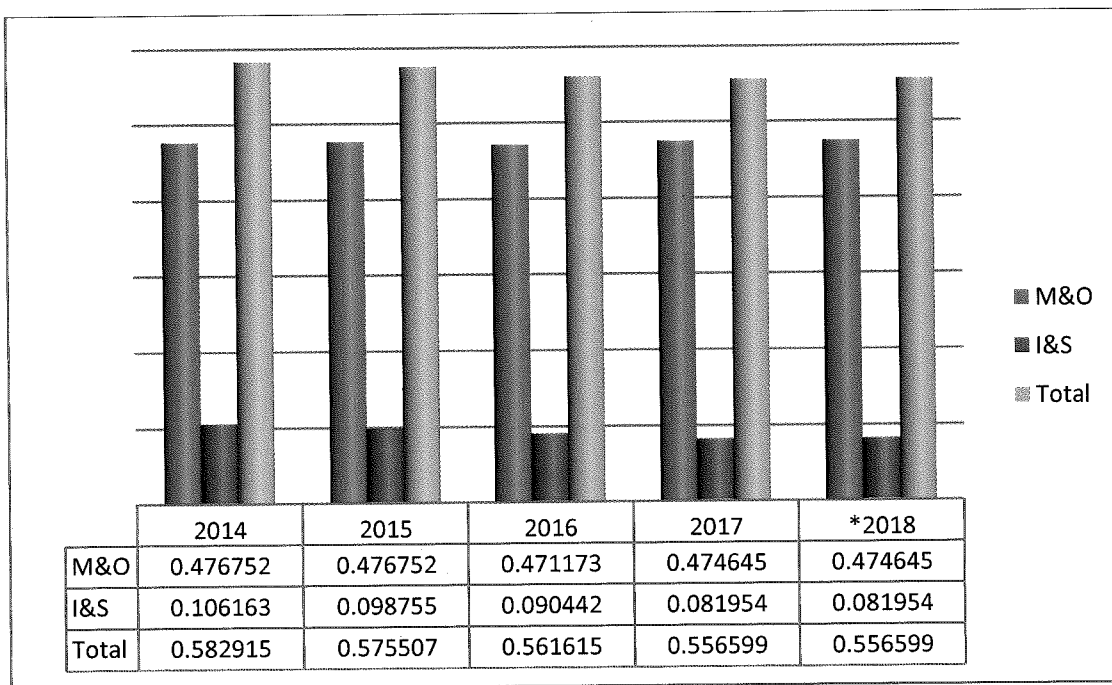
The Appraisal District lists the City's FY 2018 market value as \$1,070,731,176, which represents a 6.9133% increase or \$69,236,610 increase over the FY 2016 tax roll. This number does not reflect exemptions or any loss to appeals.

After loss to appeals and exemptions the taxable value for FY 2018 is estimated to be \$941,323,025 and the freeze value is estimated to be \$90,306,666. Based on these numbers we are estimating a revenue increase for the General Fund of \$100,000 for total current year revenue of \$3,900,000 for FY 2018.

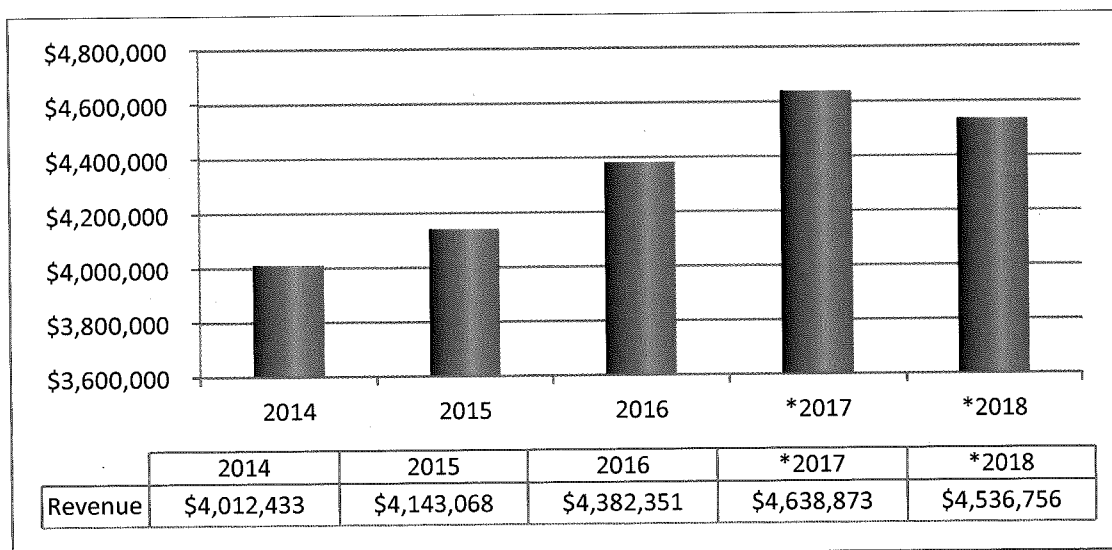
Generally speaking, when property values go up the calculated effective and rollback tax rates decrease. The effective tax rate enables the public to evaluate the relationship between taxes for the preceding year and for the current year, based on a tax rate that would produce the same amount of taxes if applied to the same properties taxed in both years. Calculating the rollback tax rate is more complicated than the effective tax rate calculation. The Legislature wanted to avoid injuring the ability of a city to pay its debt service. Therefore, the rollback rate calculation splits the rate into two separate components, maintenance and operations rate (M&O) and a debt service rate (I&S). The M&O portion of the rollback tax rate is the tax rate that would be needed to raise the amount the city levied in the preceding year plus eight percent.

When the City adopts the tax rate, it must be adopted as two separate components. The Maintenance and Operations (M&O) component funds the operations of the General Fund. The Interest and Sinking (I&S) component funds the debt of the City.

The following chart demonstrates the adopted tax rates for the last four fiscal years and the proposed for FY 2018:

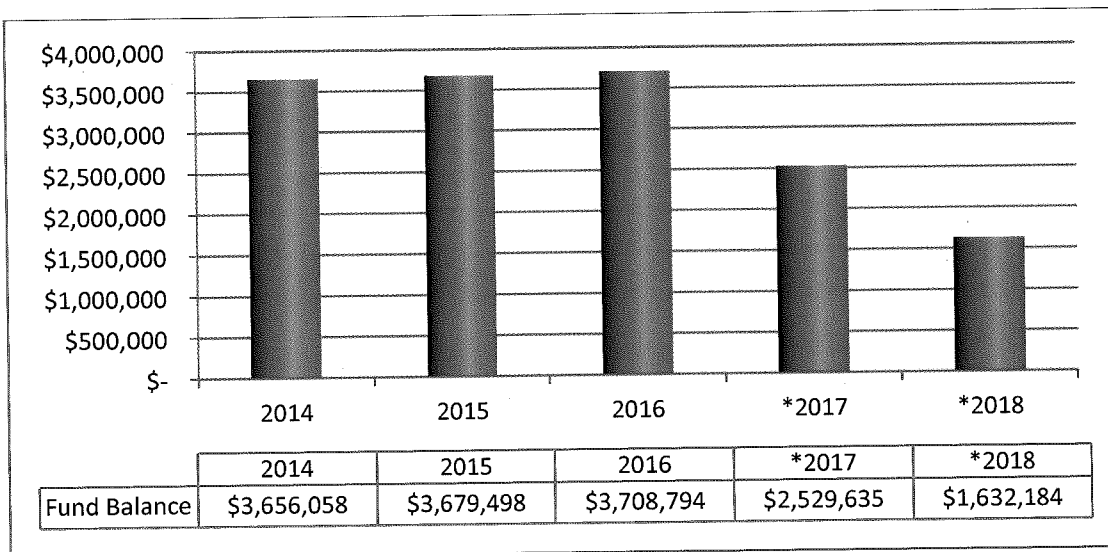


The following chart demonstrates the actual property tax revenue for the last three fiscal years and the estimated for FY 2017 and 2018:



Our City remains in sound financial condition with good financial reserves. For FY 2018, we are projecting a balance in the General Fund of approximately \$1,632,184 in the Capital Reserve Fund and \$1,000,000 in the Emergency Fund, for an estimated total of \$2,632,184. The Emergency Fund alone represents 4.5 weeks operating income.

The following chart demonstrates the changes in the fund balance for the General Fund over the last three fiscal years and the estimated for FY 2017 and 2018:



Major budgeted items of note in the General Fund include:

Manager and Council

\$65,000 for market salary adjustments
 \$10,600 for cameras in the Council Chambers
 \$6,500 for software to stream Council meetings
 \$6,165 for a new postage machine

Police

\$23,193 for a part-time position for the Impound Lot
 \$102,000 for portable hand-held radios
 \$29,950 for in-car camera systems
 \$68,056 for a traffic pre-emption control system

Fire

\$32,000 for five self-contained breathing apparatuses
 \$204,000 for an ambulance and power stretcher system

Public Works

\$92,000 for the pool Management contract
 \$120,000 for sidewalks
 \$45,000 for a flatbed water truck
 \$15,000 for a concrete mixer
 \$75,000 for a backhoe
 \$25,000 for a pick-up truck
 \$35,000 for a dump truck
 \$15,000 for a utility vehicle
 \$150,000 to replace the traffic signal at Wurzbach and Exchange Parkway
 \$1,287,750 for the construction of the Evers Road Bridge

Parks

\$60,000 for the Silo Park pavilion and playscape

\$95,000 for Old Mill Park pavilion, playscape and fencing

\$12,000 for the Ridge Park fitness equipment

Special Events

\$46,000 to support the July 4th Celebration

\$15,000 for the Ciclovía Event

Library

\$10,000 to purchase new books

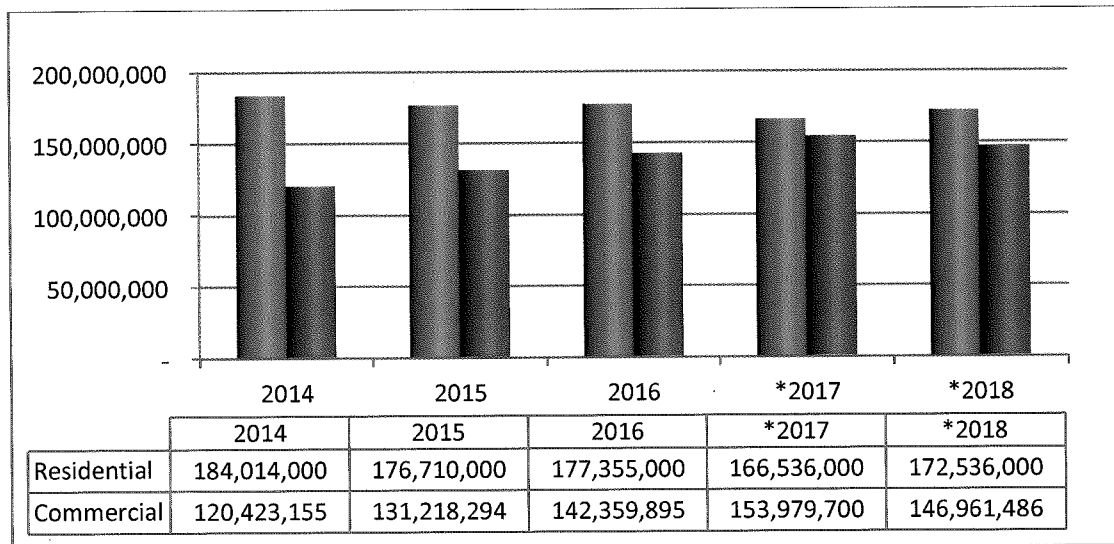
Water and Sewer Fund

Water and Sewer Fund revenues are budgeted at \$4,349,455. This is an increase of \$254,186 which is attributable to an increase in user fees.

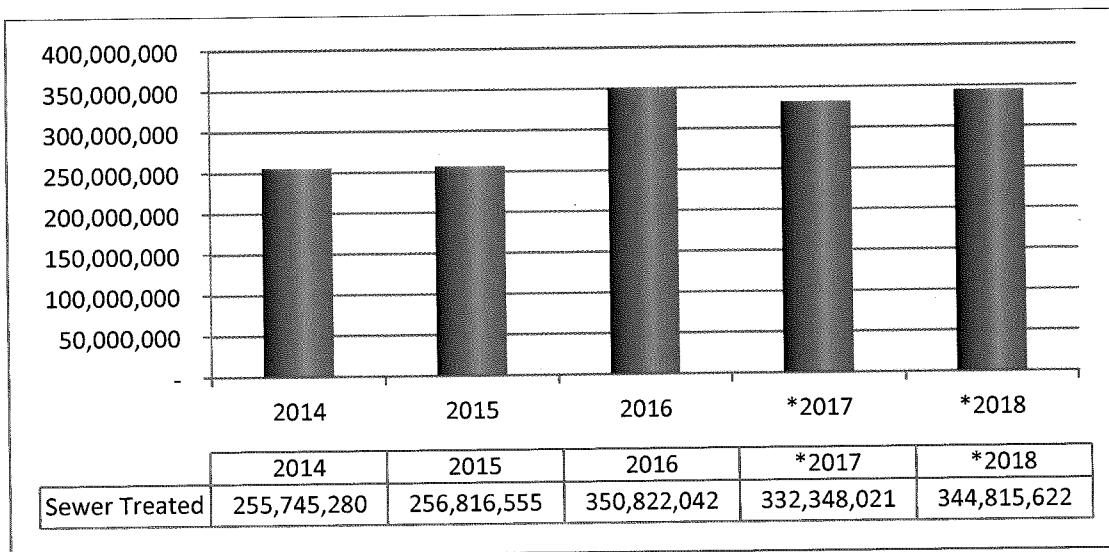
Operating expenses are budgeted at \$3,912,427 and capital at \$570,000. Included in capital is \$130,000 to purchase water rights. Funding for this purchase comes from user fees that can only be used to purchase or lease water rights. The remainder of the capital purchases comes from the Water and Sewer capital reserve and is not funded from current year revenues.

A transfer to debt services of \$103,863 is included for the Certificates of Obligation that were issued in 2016 for the Water Well Project.

The following chart demonstrates the water sold for the last three fiscal years and the estimated for FY 2017 and 2018:



The following chart demonstrates the gallons of sewer treated for the last three fiscal year and the estimated for FY 2017 and 2018:



Overall in the Water and Sewer Fund operating expenses decreased \$160,394 from FY 2017. The decrease is attributable to a reduction in engineer fees.

Major budgeted items of note in the Water and Sewer Fund include:

Water

\$150,000 to replace water mains city wide
 \$20,000 for a utility pick-up truck
 \$130,000 to purchase water rights

Sewer

\$150,000 to replace sewer mains city wide

Stormwater

\$30,000 for a mower tractor and shredder
 \$90,000 to purchase land

Other Funds

The following funds are legally restricted to expenditures for specific activities.

The Grant, Building Security, Child Safety, Municipal Court Technology, Debt Service and Police Forfeiture funds budgets total \$1,243,286.

On November 5, 2013, the voters approved a one-eighth percent local sales and use tax to support a Crime Control and Prevention District. The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention. Sales tax revenue for FY18 is projected at \$284,994 and expenditures total \$373,945. This funds the salary and benefits for a captain, two patrol officers and an investigations sergeant. It also funds overtime and certification pay.

Community Center Fund operating expenditures total \$177,628. This funds the operations of the Community and Conference Centers. The capital expenditure of \$13,244 will fund the remodeling of the kitchen in the Community Center.

Street Maintenance Tax is budgeted at \$982,674. A one-fourth percent local sales and use tax is collected to support this fund and may only be used to maintain and repair municipal streets that existed on the date of the election to adopt the tax.

Employee Benefits and Compensation

The budget funds the Merit Pay System, which allows each employee a 2% merit increase on their date of hire if they qualify.

The budget funds a 2.0% Cost of Living Increase (COLA).

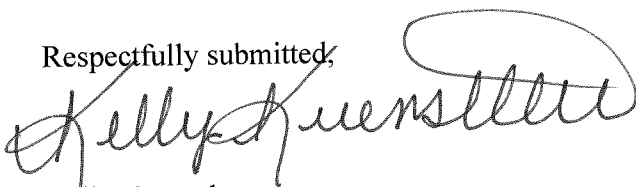
The budget funds the continuation of longevity pay. Under this program, employees receive \$4 per month for each year of service to the City. All city employees qualify for this benefit.

The budget provides funding for the Texas Municipal Retirement System (TMRS) contribution rate with a .29% increase that is effective January 1, 2018.

The budget includes funding for the City's Medical Insurance Program which provides medical, dental, vision and life insurance coverage. The program provides medical insurance to employees at no cost. Dependent insurance cost is paid for by the employee.

I would like to thank the Department Directors and City employees for their assistance in the development of this document. We look forward to discussing this budget plan with you and the community. I believe that we have developed a good budget that will provide for continued provisions of quality services while we remain good stewards of the resources our residents and businesses have entrusted in our care.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Kelly Kuenstler". The signature is fluid and cursive, with a large loop at the end.

Kelly Kuenstler
City Manager

City of Leon Valley, Texas

List of Principal Officers

Fiscal Year 2018

Elected Officials

Chris Riley, Mayor

Council Place 1	David Edwards
Council Place 2	Belinda Ealy
Council Place 3	Monica Alcocer
Council Place 4	Benny Martinez
Council Place 5	David Jordan

City Officials

Kelly Kuentler, City Manager

Finance Director	Vickie Wallace
City Secretary	Sandra Passailaigue
Planning and Zoning Director	Open
Police Chief	Joseph Salvaggio
Fire Chief	Luiz Valdez
Library Director	Sandy Underwood
Public Works Director	Melinda Moritz
Human Resource Director	Crystal Caldera
City Attorney	Denise Frederick

User's Guide to the Budget Document

Overview

This section is designed to assist the reader in the use and comprehension on the City of Leon Valley's Budget Document. The Annual Budget serves as a policy document, financial plan, an operations guide and a communications device. It is utilized by City Council and City Staff to monitor revenue and expenditures.

Budget Tabs

The budget is arranged in three sections that are separated by the following respective tabs. Below is a brief description on the materials found in each of the sections.

- ❖ User's Guide
- ❖ Departmental Appropriations
- ❖ Capital Acquisition Plan

Users's Guide - This section is used to provide the reader a summary of what is contained in the budget document.

Departmental Appropriations - This section is organized by department and provides the reader with a better understanding of the kind of services provided by each department. Individual department summaries contain organization chart, department description, mission statement, program narrative with accomplishments and objectives, personnel, performance measures, and department appropriations.

Capital Acquisition Plan (CAP) - This section contains the Five Year Capital Acquisition Plan organized by department. The intent of the CAP is to enable the City to make long range judgements on the needs of the City each fiscal year and apply available resources to these needs to the extent possible. The CAP is funded each fiscal year by the Available Reserve, which is the amount left in the fund reserve at the end of the previous fiscal year less a minimum fund balance of \$1,000,000 for General Fund and \$350,000 for the Enterprise Fund.

Budget Amendments

The City Manager is authorized to transfer budget amounts between line items within a department; however, any transfer or supplemental appropriation that amends the total expenditures of a department or total budget requires City Council approval. Actual expenditures may not legally exceed budgeted appropriations at the department

Budget Basis

Governmental Funds (General, Special Revenue, and Debt Service) are prepared and accounted on a modified accrual basis using a current financial resource measurement focus. Briefly this means that revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred.

The Enterprise Fund (Water and Sewer) are prepared and accounted for using the full accrual method of accounting for both revenue and expense similar to a commercial enterprise. The revenues are recognized when they are earned, and their expenses are recognized when they are incurred.

Budget Controls

Budgetary compliance is a significant tool for managing and controlling governmental activities, as well as ensuring conformance with the City's budgetary limits and specifications. The objective of budgetary control is to ensure compliance with legal provisions embodied in the annual appropriated budget adopted by City Council. The budget is adopted each fiscal year. The fiscal year for the City of Leon Valley starts on October 1st and ends on September 30th of each year. Budgetary preparation and control is exercised at the departmental level.

Accounting Basis

The Comprehensive Annual Financial Report (CAFR) shows the status of the City's finances on a basis of generally accepted accounting principles (GAAP).

Governmental funds (General Fund, Special Revenue and Debt Service) are accounted for on a modified accrual basis using a current financial resources measurement focus. Revenues are recognized in the period in which they are both measurable and available and expenditures are recognized when incurred except for interest on general long-term debt which is recognized when due. Sales and property taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time.

Enterprise Funds (Water and Sewer) have an economic resources measurement focus and use the full accrual method of accounting for both revenue and expenses similar to a commercial enterprise.

Fund Accounting

The City's accounts are organized on the basis of funds and accounts groups, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which are comprised of each funds' assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Governmental resources are allocated to and accounted for

in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Fund Types

Governmental Fund Types

General Fund - The General Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities for which a separate fund has not been established.

Special Revenue Funds - These funds are used to account for specific revenue sources which are legally restricted to expenditures for specified activities.

Community Center - to account for the expenditures of funds received primarily from a hotel-motel tax base to be used for the Community Civic Center and Visitor Center.

Grant Fund - to account for the expenditures of funds received from various grant monies for specific programs.

Crime Control and Prevention - to account for the expenditures of funds received from a 1/8 cent sales tax that is specifically dedicated to crime control and prevention.

Child Safety Fund - to account for expenditures for the school crossing guard program.

Building Security Fund - to account for revenues received from building security fees and the corresponding restricted expenditures.

Court Technology Fund - to account for revenue received from court technology fees and the corresponding restricted expenditures.

Police Forfeiture Fund - to account for revenues received from seized assets and the corresponding restricted expenditures.

Debt Service Funds - These funds are used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than Revenue Bonds.

Enterprise Fund

The Enterprise Fund accounts for operations which are intended to be self-supported through user charges.

City of Leon Valley, Texas
Annual Operating Budget
Fiscal Year 2017-2018

This budget will raise more revenue from property taxes than last year's budget by \$100,000 or 2.6315%, and of that amount \$30,068.81 is tax revenue to be raised from new property added to the roll this year.

The members of the governing body voted on the budget as follows:

FOR: Martinez, Jordan, Ealy

AGAINST: None

PRESENT and not voting: None

ABSENT: Edwards, Alcocer

Property Tax Comparison:

	<u>FY 2017</u>	<u>FY 2018</u>
Adopted and Proposed Tax Rate	\$0.556599	\$0.556599
Effective Tax Rate	\$0.523870	\$0.533943
Effective Operating Rate	\$0.439487	\$0.455273
Maximum Operating Rate	\$0.474645	\$0.491694
Debt Tax Rate	\$0.081954	\$0.077847
Rollback Tax Rate	\$0.556599	\$0.569541

Fiscal year 2018 City debt obligations secured by property taxes is \$9,610,000.

GENERAL FUND

FUND NARRATIVE

Fund accounts for the resources used to finance the fundamental operations of the City. It is the basic fund of the City and covers all activities except for those in which a separate fund have been established. The General Fund contains such services as business office, finance, city manager and council, police, fire, EMS, library, streets, parks, and community development.

In addition to property and sales taxes, the General Fund also includes revenues derived from fines, fees for services, franchise fees, payments from other governments, and miscellaneous revenue sources.

GENERAL FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 2,782,308	\$ 3,567,496	\$ 3,567,496	\$ 2,529,635
REVENUES				
Ad Valorem Taxes	3,718,246	3,855,000	3,900,919	3,950,919
Sales Taxes	2,376,173	2,258,100	2,664,260	2,664,260
Franchise Fees	983,728	978,334	974,001	982,001
Licenses, Permits, Fees and Fines	958,336	953,390	842,400	1,048,000
Grants	4,550	4,550	4,550	1,292,300
Other	416,194	217,806	195,420	299,152
TOTAL REVENUES	8,457,227	8,267,180	8,581,550	10,236,632
OTHER FUNDING SOURCES				
Transfers In	690,203	-	-	-
Capital Reserve		1,095,628	1,095,628	922,265
Capital Reserve-Non-Capital		230,000	230,000	
TOTAL OTHER FUNDING SOURCES	690,203	1,325,628	1,325,628	922,265
TOTAL RESOURCES AVAILABLE	9,147,430	9,592,808	9,907,178	11,158,897
EXPENDITURES				
Personnel Services	5,543,478	6,307,871	6,325,083	6,846,393
Supplies	698,435	559,668	557,458	582,619
Contractual Services	1,338,358	1,667,811	1,641,242	1,495,056
Capital Outlay	764,971	1,095,628	1,095,628	2,210,015
TOTAL EXPENDITURES	8,345,242	9,630,978	9,619,411	11,134,083
OTHER FINANCING USES				
Transfers Out	17,000	-	-	-
TOTAL OTHER FINANCING USES	17,000	-	-	-
TOTAL EXPENDITURES AND OTHER USES	8,362,242	9,630,978	9,619,411	11,134,083
ENDING FUND BALANCE	\$ 3,567,496	\$ 2,203,698	\$ 2,529,635	\$ 1,632,184

GENERAL FUND
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
Ad Valorem Taxes				
Current	\$ 3,666,345	\$ 3,800,000	\$ 3,850,000	\$ 3,900,000
Delinquent	25,919	30,000	25,919	25,919
Penalty and Interest	25,981	25,000	25,000	25,000
Total Ad Valorem Taxes	3,718,246	3,855,000	3,900,919	3,950,919
Sales Taxes				
City Sales Tax	2,334,432	2,215,100	2,334,432	2,334,432
Economic Development Sales tax	-	-	291,828	291,828
Alcoholic Sales Tax	41,740	43,000	38,000	38,000
Total Sales Taxes	2,376,173	2,258,100	2,664,260	2,664,260
Franchise Fees				
City Public Service	690,153	683,000	691,000	699,000
Telecommunications Fee	47,836	48,300	47,800	47,800
San Antonio Water System	1,044	1,044	1,041	1,041
Waste Management	57,503	48,600	47,000	47,000
Cable	184,833	194,500	184,800	184,800
Grey Forest Utilities	2,360	2,890	2,360	2,360
Total Franchise Fees	983,728	978,334	974,001	982,001
Licenses, Permits, Fees and Fines				
Building Department	144,931	143,400	143,400	150,000
Contractor's Registration	30,100	18,000	20,000	20,000
Renter's Registration	5,215	4,980	5,300	5,300
Animal Licenses and Tags	275	240	500	500
Animal Control Fees	536	500	1,000	1,000
Special and Solicitors	2,200	150	100	100
Zoning and Board of Adjustment	5,700	2,000	5,700	5,700
Subdivision Platting Fees	2,520	700	2,500	2,500
Occupation, Liquor, and Food	39,713	42,000	47,500	47,500
Property Room Fee	-	-	-	1,000
Municipal Court Fines	454,373	428,000	382,000	400,000
Impound Lot Fees	-	-	-	180,000
Recreation Fee	15,000	14,000	15,000	15,000
Fire Inspection Fees	3,450	2,200	3,400	3,400
Garage Sale Permit Fees	1,577	1,200	1,500	1,500
EMS Fees	251,702	295,420	213,900	213,900
Book Fines	1,043	600	600	600
Total Licenses, Permits, Fees and Fines	958,336	953,390	842,400	1,048,000

Schedule of Revenues Continued
Grants

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
EMS/Trauma System	4,550	4,550	4,550	4,550
TxDot-Evers Road Bridge	-	-	-	1,287,750
Total Grants	4,550	4,550	4,550	1,292,300

Other

Library Non Resident Users	2,514	2,165	1,500	1,500
Interest Income	14,915	9,000	23,000	23,000
Sprint Tower Lease	14,520	14,520	14,520	14,520
Pool Revenue	-	-	-	35,000
Credit Card Processing Fees	4,369	35,000	16,000	16,000
Parks Bucks Program	632	-	632	632
Library Memorial Donations	692	600	600	600
Sale of Surplus Property	5,461	10,000	10,000	10,000
Special Events	49,603	35,000	49,000	49,000
LVEDC Services Contract	49,781	59,921	41,168	-
Towing Contract	6,655	6,600	9,000	9,000
Miscellaneous	267,053	30,000	30,000	30,000
Tree Mitigation Reserve	-	15,000	-	1,000
Leon Valley Café Lease	-	-	7,585	18,900
ASSPP Grant	-	-	90,000	90,000
Total Other	416,194	217,806	195,420	299,152

TOTAL REVENUES

\$ 8,457,227	\$ 8,267,180	\$ 8,581,550	\$ 10,236,632
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GENERAL FUND
SCHEDULE OF EXPENDITURES BY DEPARTMENT

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
Business Office	\$ 154,602	\$ 136,142	\$ 136,142	\$ 132,128
Finance	209,794	255,416	246,600	232,007
City Manager and Council	723,970	1,042,634	1,067,687	669,249
Police	1,609,775	2,033,577	2,033,577	2,365,972
Fire	2,781,474	2,478,758	2,478,758	2,951,359
Public Works	1,356,478	2,119,802	2,119,802	3,135,347
Community Development	218,092	262,620	262,620	380,235
Economic Development	124,651	145,366	141,286	291,597
Special Events	131,104	81,107	81,107	88,107
Parks and Recreation	198,429	342,676	342,676	488,216
Library	346,782	379,245	355,521	399,866
Communications	348,793	353,635	353,635	-
TOTAL EXPENDITURES	\$ 8,203,944	\$ 9,630,978	\$ 9,619,411	\$ 11,134,083

DEPARTMENT DESCRIPTION AND MISSION

The Business Office is responsible for the day-to-day receipting and processing of City revenue and the functions of the Municipal Court. The mission of the Business Office is to provide excellent customer service to our residents, visitors and court defendants and to support the community by providing efficient services through the promotion of justice.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Provided excellent customer service.
- Improved the efficiency of Court operations.
- Successfully cross trained all Court personnel.
- Assisted with the revitalization of the City's warrant roundup program.

Objectives for FY 2017-2018:

- Continue to assist with warrant collections.
- Ensure employee professional growth through training.
- Provide the highest level of professional and efficient customer service.
- Begin moving toward a paperless court.

BUSINESS OFFICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 91,471	\$ 64,110	\$ 64,110	\$ 66,366
Supplies	9,669	9,400	9,400	10,160
Contractual Services	53,462	50,652	50,652	55,602
Capital Outlay	-	11,980	11,980	
TOTAL Department Budget	\$ 154,602	\$ 136,142	\$ 136,142	\$ 132,128

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Senior Clerk	0.55	0.55	0.55	0.55
Assistant Deputy Court Clerk	0.55	0.55	0.55	0.55
Deputy Court Clerk	0.50	0.50	0.00	0.00
TOTAL	1.60	1.60	1.10	1.10

DEPARTMENT DESCRIPTION AND MISSION

To optimally manage the City's finances through its accounting, purchasing and billing functions in order to ensure the proper safeguarding and preservation of City assets. The Finance Department accomplishes this mission by ensuring all the financial operations and transactions of the City which includes accounts payable, payroll, cash management, grant administration, internal audit, purchasing, are adequately managed and accounted for in accordance with Generally Accepted Accounting Principles, Governmental Accounting Standards Board Pronouncements and other legally mandated standards as required by Federal, State and City laws. The Finance Department assists the City Manager with developing and compiling the City's annual operating budget and is also responsible for compiling the City's financial statements and Comprehensive Annual Financial Report (CAFR).

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Prepared, submitted and was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) Program for the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended September 30, 2015.
- Assisted City Manager with preparation of annual budget.
- Prepared salary and benefit costs for budget preparation.
- Assisted Department Heads with the preparation of their Budget and Capital acquisition Plans.
- Prepared, distributed and conducted training for department heads on online budget preparation.
- Conducted Incode training for department heads.
- Coordinated and assisted external auditor with annual audit.
- Prepared Request for Qualifications for auditors, Delinquent Tax and Fines and Fess collections.
- Ensued time frames were met with regard to timely preparation and presentation of the annual audit.
- Prepared schedules for the CAFR.
- Reviewed records management schedule and prepared records that are to be destroyed.
- Continued to train the new Assistant Finance Director.

FINANCE**GENERAL FUND**

- Served as liaison for the Beautification Committee.
- Explored ways to make the functions of the Finance Department more efficient.
- Implemented paperless direct deposit pay stubs for all employees.

Objectives for FY 2017-2018:

- Prepare and submit fiscal year 2017 CAFR to GFOA for Certificate of Achievement for Excellence in Financial Reporting Program.
- Continue to develop and update the Financial Transparency Tab on the City's webpage.
- Continue to improve information reporting, budgeting and forecasting.
- Continue to review and update internal controls.
- Assist City Manager with preparation of annual budget.
- Continue to prepared salary and benefit costs for budget preparation.
- Coordinate and assist external auditor with annual audit.
- Continue to ensure time frames are met with regard to timely preparation and presentation of the annual audit.
- Continue to prepare schedules for the CAFR.
- Continue to train the Assistant Finance Director.
- Continue to explore ways to make the functions of the Finance Department more efficient.
- Continue to serve as liaison for the Beautification Committee.

FINANCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 149,011	\$ 165,941	\$ 158,100	\$ 141,702
Supplies	3,378	6,900	6,500	4,100
Contractual Services	57,405	82,575	82,000	86,205
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 209,794	\$ 255,416	\$ 246,600	\$ 232,007

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Finance Director	0.50	0.50	0.50	0.50
Assistant Finance Director	0.50	0.50	0.50	0.50
Purchasing Agent	0.50	0.50	0.50	0.50
Acct Payable/Payroll Clerk	0.50	0.50	0.50	0.00
TOTAL	2.00	2.00	2.00	1.50

DEPARTMENT DESCRIPTION AND MISSION

The City of Leon Valley will provide our community with a superior quality of life by balancing social equity, environmental stewardship, and economic development to achieve sustainability.

VISION STATEMENT

The City of Leon Valley will be a sustainable community by balancing Social Equity, Economic Development and Environmental Stewardship (S.E.E.)

Social Equity

The City will promote a superior quality of life by responding to citizens in a fair and prompt manner, by providing outstanding public safety services, high quality educational, recreational, historical and cultural amenities and superb infrastructure. The City will encourage collaborative participation by its residents, businesses and stakeholders.

Economic Development

The City will provide a diverse and versatile business environment that supports a healthy economy. The City will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment, including a town-centered design, pedestrian friendly connections and world class public transit.

Environmental Stewardship

The City will become carbon-neutral by conserving and preserving natural resources and by expanding recycling initiatives and enhancing our environment with earth-friendly practices.

Goals:

- Develop a business climate that provides the right mix of amenities to attract and retain business within the City of Leon Valley;
- Compete for top talent with effective recruitment strategies, efficient recruitment processes, effective retention and an attractive total rewards package;
- Commit to help create an environment where all employees can thrive;
- Support the talent development of our employees through professional and career development;
- Deliver Human Resource services, programs, and communications that add value for our prospective employees, current employees, and retirees;
- Seek ways to increase communication with and involvement of the citizens;

- Develop strategies to mitigate traffic congestion throughout the City of Leon Valley;
- Develop a system of parks, facilities and recreational activities to enhance the quality of life; and
- Effectively manage the City's infrastructure and capital needs.

The City Manager's Office partners with the Mayor and City Council in achieving the goals and objectives set forth for the City of Leon Valley. To this end, a key factor is the identification of priorities and the establishment of management procedures that develops and effectively utilizes City resources. As the City's Chief Administrative Officer, the City Manager's responsibilities include organizational management; fiscal management; program development and City service evaluation. The City Manager must be aware of new methods as they apply to City services. New developments in the area of public policy are researched and analyzed to organize a process of program planning in anticipation of future City needs.

The City Secretary's Office promotes an open and responsive government through proper noticing; recording; preservation of the City's legislative actions and history and its official documents; supports the administrative needs of the City Council and City Manager; serves as Record Management Officer; provides access to public information; conducts fair and impartial City elections; and provides responsive customer service to our diverse external and internal customer base.

The Department of Human Resources is responsible for the administrative and management of the City's comprehensive Human Resources program to meet the City's needs for recruitment, retention, risk management, training and benefit programs; management of workers' compensation, property and liability claims and workforce planning.

The City Attorney drafts and reviews contracts, ordinances, and resolutions; advises the City Council, City Manager and all City departments on many legal issues that arise on a daily basis at the City; and serves as the Municipal Court Prosecutor.

PROGRAM NARRATIVE

Accomplishments for FY 2016-2017:

- Coordinated the recognition of City volunteer members and programs.
- Coordinated a Parliamentary Procedure and Open Meeting Training event for all City Council, City Staff and members of City boards/commissions/committees.
- Through a formal bidding process, coordinated the selection of health insurance broker and City group benefits.

CITY MANAGER AND COUNCIL**GENERAL FUND**

- Successful compliance of the new Affordable Care Act requirements, saving the City money by doing it in-house.
- Began implementing Physical Assessments of staffing as established by their essential job functions.
- Department staffing needs were addressed using a multi-source approach using third party agencies, contractors, temp hires, and direct hires to ensure timely response to staffing vacancies and keeping within budget.
- Continued to provide excellent customer service to all internal and external customers.
- Continued the re-codification process of the City's Code of Ordinances.
- Began using Accela and the MinuteTraq Agendas and Minutes Program to allow all departments to work together on a single system for drafting, submitting and searching meeting topics and documents in an effort to assist all departments in creating organized City Council agendas, packets and minutes in a consistent manner.

Objectives for FY 2017-2018:

- Continue transitioning to electronic records through the application of the Texas State Library and Archives Commission's approved standards in the Human Resource Department.
- Complete the re-codification of the Leon Valley City Code of Ordinances.
- Oversee legal requirements for all City elections, promoting communications to keep voters informed and coordinating joint elections with Bexar County Elections Department.
- Continue "green" communication efforts to keep the public and employees informed with the use of electronic messaging through updated website, emails, Leon Valley ENews, and timely messages on the local business marquees that have been made available to the City.
- Continue coordinating records management retention to include electronic records-keeping to optimize limited storage and ensure that records are maintained in a usable and accessible condition.
- Continue to process requests for public information with all departments and research ways to make information more readily available to the public using the City's website and Accela/MinuteTraq when and where possible.

CITY MANAGER AND COUNCIL**GENERAL FUND**

- Continue to promote effective training and current safety programs with the goal of reducing insurance claims: health, workers' compensation, and property/liability claims.
- Maintain up to date employment policies to ensure compliance with applicable Federal, State and local laws – FMLA policy, driving, drug and alcohol, electronic communications, and new health program mandates.
- Continue to update the Employee Personnel Manual.
- Increase transparency by providing live streaming of the City Council meetings with the use of Accela.

CITY MANAGER AND COUNCIL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 350,354	\$ 307,114	\$ 332,167	\$ 443,706
Supplies	148,754	26,800	26,800	30,620
Contractual Services	160,551	157,345	157,345	171,658
Capital Outlay	64,311	551,375	551,375	23,265
TOTAL Department Budget	\$ 723,970	\$ 1,042,634	\$ 1,067,687	\$ 669,249

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
City Manager	0.50	0.50	0.50	0.50
HR Director/ACM	0.50	0.50	0.50	0.50
City Attorney	0.50	0.50	0.50	0.32
City Secretary	0.50	0.50	0.50	0.50
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.50	0.00	0.00	0.50
IT Specialist	0.50	0.00	0.00	0.50
Animal Control Officer	0.00	1.00	0.00	0.00
Code Enforcement Officer	0.00	0.90	0.00	0.00
Engineer	0.00	0.00	0.00	0.50
TOTAL	3.50	4.40	2.50	3.82

DEPARTMENT DESCRIPTION AND MISSION

The mission of the Leon Valley Police Department is to impartially enforce the law in a fair and consistent manner, recognizing both the statutory and judicial limitation of its authority, and the constitutional rights of all persons, regardless of race, ethnicity, creed, or gender. Our duties include diligently serving the public through the prevention of crime, preservation of the public peace, protection of lives and property, the detection and arrest of violators, and the enforcement of all laws and ordinances. Our officers strive for excellence and professionalism in every aspect of our duties, solving problems through partnerships with the Leon Valley community. The Police Department consists of four Divisions: Administration, Patrol, Investigations and Narcotics Task Force.

POLICE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 1,482,719.10	\$ 1,882,355	\$ 1,882,355	\$ 2,203,465
Supplies	81,657	83,600	83,600	76,800
Contractual Services	45,399	67,622	67,622	85,707
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 1,609,775	\$ 2,033,577	\$ 2,033,577	\$ 2,365,972

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	1.00	1.00	0.00	0.00
Captain	0.00	0.00	1.00	1.00
Sergeant	3.00	3.00	4.00	4.00
Corporal	3.00	3.00	3.00	3.00
Lieutenant	0.00	0.00	1.00	1.00
Detective	3.00	3.00	3.00	3.00
Patrol Officer	12.00	12.00	14.00	14.00
Narcotics Officer	1.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.90	0.00	0.00	1.00
Dispatcher	6.00	0.00	0.00	0.00
Animal Control Officer	1.00	0.00	0.00	0.90
Impound Lot Officer	0.00	0.00	0.50	0.50
TOTAL	32.90	26.00	30.50	32.40

DIVISION DESCRIPTION AND MISSION

The Administration Division consists of two sworn officers and three civilians who strive to run the most effective, proactive, transparent and economically efficient department. They endeavor to enhance public understanding and support of police services, activities and programs, and to provide support to each officer in the department to allow them to accomplish their duties efficiently and professionally. This division is also responsible for ensuring all training is conducted and that the department meets all mandates and laws as proscribed for law enforcement agencies by the Texas Commission on Law Enforcement (TCOLE), the State of Texas, and the U.S. Department of Justice (DOJ). In addition, Code Compliance and Animal Control Sections ensure all City and State code, zoning, and animal control laws are upheld, in an effort to protect the health, safety and welfare of all citizens within the City of Leon Valley.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Set up and oversaw the Citizen's Police Advisory Committee. This committee is composed of 13 citizens from throughout the community whom provide suggestions to the department on equipment, programs, and special projects. They bring critical input from their neighborhoods on issues that need resolution.
- Developed a Neighborhood Officer Program, assigning one officer to every neighborhood in Leon Valley. This provided the officers' direct contact information to all citizens to allow for better communications, and for the officers to take direct ownership of policing the neighborhood.
- Utilized the Police Forfeiture Funds to purchase \$650,000 in state-of-the-art equipment for the Police Department. The equipment purchases included new radios, computers, Tasers, vehicles, body cameras, and mobile records management systems.
- Developed Community Policing Programs that included involvement in events such as Blue Santa, Red Ribbon Drug Prevention Week, Drug Take Back Program, Anti-Bullying, Bike Rodeo's, Senior Next of Kin Notification Database, Vehicle Burglary Prevention Campaign, Neighborhood Watch Programs, Crime Prevention, Cystic Fibrosis Tower Climb, Special Olympics Law Enforcement Torch Run, Special Olympics Fire Truck Pull, Pastoral Council, Boots-and-Badges Program, and the Citizens Police Academy.

POLICE ADMINISTRATION

GENERAL FUND

- Applied for and received two State grants for Body Cameras and for National Incident Based Reporting System tools. These two grants total \$75,000 and included 15 new body cameras, five new desktop computers, and programs to allow officers to write their reports on their vehicle computers while in the field.
- Promoted and executed another successful National Night Out event, where 11 different locations throughout the City were held collectively with our community.
- Trained all officers on direct report entry, developed an emergency medical program, completed the first property room inventory and purge of items in 35 years, and requested and received approval to expand the police department by three additional officers.
- Absorbed the Animal Control and Code Enforcement positions into the Police Department. Trained all officers on Code Enforcement laws, and three officers on Animal Control laws and procedures to provide services after normal business hours. Purchased new animal control vehicle, equipment, and provided much needed training to everyone in this unit.
- Animal Control handled 520 calls for stray, injured, or lost animals in our community. This team successfully investigated a location where a resident illegally possessed more than 31 animals, of which 18 were found deceased in the home. Four charges of animal cruelty were brought against the resident, with additional charges pending.
- Code Enforcement Officers responded to 970 calls for service in the community. These calls for service included investigations for high weeds, abandoned vehicles, health and safety code violations, dangerous structures, illegally operating businesses, and fire safety violations.
- Set up and managed the 2017 Pet Parade and adoption day. Citizens were able to receive low cost vaccinations for their pets and meet animals available for adoption.
- Spearheaded an audit of all businesses operating in Leon Valley. Hundreds of code, permit, zoning, and criminal violations were found and corrected.
- Developed a Leon Valley Police Impound Lot to accept all non-wrecked vehicles towed within the City limits.

Objectives for FY 2017-2018:

- Complete rewrite of all general manual and standard operating procedures, adopting Texas Police Chiefs Association recommended best practices policies.
- Begin the process to become recognized as a Texas Police Chiefs Association Best Practice Law Enforcement Agency.
- Increase officer presence in our neighborhoods and remain proactive to the needs of our Citizens.
- Continue to work to increase the number of Neighborhood Watch Programs and urge communities to create additional neighborhood associations in Leon Valley.
- Fully implement the automated traffic calming measures along Bandera Road, and hire additional officers to meet the demands of the citations issued.
- Increase property crime undercover enforcement and further develop mechanisms to inform the public about crime prevention measures.
- Further grow Community Policing programs such as the Leon Valley Blue Santa program, Boots-and-Badges, Citizens Police Academy, Citizens Police Advisory Committee, Pastoral Council, Senior Next of Kin Notification Program, Orphaned Animal Foster Program, Special Olympics Law Enforcement Torch Run, Cystic Fibrosis Tower Climb, and Leon Valley Animal Donation Program.
- Seek additional grants and funding opportunities to support additional programs, equipment, and more officers.
- Develop a dedicated traffic enforcement unit to actively enforce motor vehicle laws, allowing the citizens safer streets throughout Leon Valley.
- Further develop the Animal Control and Code Enforcement programs to professionally address quality of life issues as reported.
- Develop an Animal Fostering Program and a Leon Valley Animal Donation Initiative.

POLICE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 197,830	\$ 193,575	\$ 193,575	\$ 366,070
Supplies	13,811	4,600	4,600	4,500
Contractual Services	16,225	27,702	27,702	34,648
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 227,866	\$ 225,877	\$ 225,877	\$ 405,218

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Police Chief	1.00	1.00	1.00	1.00
Assistant Police Chief	1.00	1.00	0.00	0.00
Captain	0.00	0.00	1.00	0.00
Administrative Assistant	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.90	0.00	0.00	1.00
Records Clerk	1.00	0.00	0.00	0.00
Animal Control Officer	1.00	0.00	0.00	0.90
Impound Lot Officer	0.00	0.00	0.00	0.50
TOTAL	5.90	3.00	3.00	4.40

DIVISION DESCRIPTION AND MISSION

The Patrol Division includes sworn officers who respond to calls for public service, uphold the law, protect citizens' rights, maintain the peace, deter crime and protect the public. The 20 officers of the Patrol Division provide a highly visible police presence in the community, respond to emergency calls for service, and enforce local, State and federal laws. The men and women of the Patrol Division promote a spirit of cooperation and partnership with our community, working closely with the citizens to resolve disputes and deter crime. Our officers exceed the law enforcement requirements established by the Texas Commission on Law Enforcement, including certifications in Crisis Intervention Training, De-escalation Techniques, Less-Lethal Options, Conflict Resolution Techniques, Crime Prevention, Active Shooter, National Incident Management System, and all aspects of Community Relations. Our officers take pride in working closely with the community, by volunteering at schools, special events, and fundraisers. Their desire to give back to the community is the hallmark of our success in Leon Valley.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Every accomplishment listed under administration occurred with the dedicated assistance of the officers in the Patrol Division. Special programs in the community included Special Olympics Law Enforcement Torch Run, Cystic Fibrosis Tower Climb, Special Olympics Fire Truck Pull, Drug take Back Program, and the Boots and Badges event.
- Maintained the current response time of less than four minutes for life threatening emergency service calls in Leon Valley.
- Fairly enforced all City Ordinances, State of Texas laws, and the federal statutes of the United States. Arrested 572 offenders for various crimes in our City.
- Maintained safety and security on the streets of Leon Valley by enforcing traffic laws and issuing more than 4500 citations for various offenses.
- Checked more than 150 residences under the Leon Valley Patrol-By Program.
- Adopted and trained the Marshall High School Law Enforcement course, and the Police Explorer Program in law enforcement subjects. Successfully put on the first Leon Valley Junior Law Enforcement Competition, where 120 students from 15 high school and law enforcement posts competed.
- Worked closely with local schools during Red Ribbon Week, Bike Rodeos, Anti-Bullying Campaign, and Career Day programs.

POLICE PATROL

GENERAL FUND

- Conducted more than 20 presentations to residential and business communities on crime prevention, drugs, elderly crimes, property crimes, and traffic safety.
- Worked with schools and day care facilities in the area to identify more than 250 needy children for the Blue Santa Program. Delivered gifts to all of them and held a Christmas Party with Santa for the children and their families.

Objectives of FY 2017-2018:

- Maintain a proactive patrol force thus reducing the opportunity to commit a crime.
- Continue to provide our residents with Residential Patrol-By Program.
- Recruit and retain qualified applicants for our Reserve Police Officer program.
- Work closely with the Citizens Police Advisory Committee to implement data driven programs to meet the law enforcement needs of our citizens.
- Develop a dedicated traffic enforcement program to respond professionally to citizen complaints of traffic violation in neighborhoods and school zones.
- Continue to remain proactive in quality of life issues, to include developing programs to deal with graffiti, homelessness, vehicle burglaries, prostitution, and panhandling in our community.
- Work closely with businesses and residents to eradicate graffiti, address code violations, and proactively respond to locations that become a public nuisance.

Major Budgeted Items:

- | | |
|-----------------------------|------------------------|
| • Portable Hand-Held Radios | \$102,000 (Forfeiture) |
| • In-Car Camera Systems | \$ 28,950 (Forfeiture) |

POLICE PATROL**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 1,120,586	\$ 1,280,394	\$ 1,280,394	\$ 1,403,700
Supplies	63,258	76,500	76,500	68,000
Contractual Services	27,188	32,920	32,920	37,811
Capital Outlay		-	-	-
TOTAL Department Budget	\$ 1,211,032	\$ 1,389,814	\$ 1,389,814	\$ 1,509,511

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Lieutenant	0.00	0.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Corporal	3.00	3.00	3.00	3.00
Patrol Officer	10.00	10.00	10.00	10.00
TOTAL	16.00	16.00	17.00	17.00

DIVISION DESCRIPTION AND MISSION

The Criminal Investigations Division is comprised of a Sergeant and three detectives and is responsible for responding to and investigating all crimes that occur in Leon Valley. While crime is not the norm in our City, the citizens can feel secure knowing that the expertise and decades of experience of the detectives will be put to use in solving any crime that occurs in our community. The Detectives in the division are well versed in all aspects of criminal investigations, working closely with local, State and federal agencies, as well as the Bexar County District Attorney to ensure criminals are brought to justice. Our investigators collect evidence, conduct interviews, and utilize up-to-date criminal investigative techniques in solving crimes that occur in our jurisdiction. Our detectives are responsible for conducting search warrants, preparing criminal case files, and developing all aspects of a criminal case for presentation to the district attorney for criminal prosecution.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Completed an audit of the Property Room. Sought for and received approval to remove, destroy or auction off over 5500 pieces of property that no longer had evidentiary value. Items removed brought \$22,000 into the general fund.
- Detectives successfully solved a Leon Valley capital murder case from 2005. The suspect was a serial killer and is now awaiting trial on two capital murder and arson charges in Bexar County.
- Investigated and made an arrest in the murder of a female living in Leon Valley. The suspect was successfully charged and convicted for his crime.
- Filed more than 200 criminal charges for various violations of local, State and federal laws.
- Our DEA Task Force Officers seized over \$15.5 million in cash, homes, planes, vehicles and other assets from illegally obtained drug proceeds and organized crime money laundering schemes.

Objectives for FY 2017-2018:

- Maintain a proactive investigation force with an objective to reduce opportunities for criminal activity before it occurs.
- Continue our participation in the Drug Enforcement Administration's State and Local Task Force.
- Work closely with the District Attorney's Office, Bexar County Sheriff's Department, San Antonio Police Department, and other local law enforcement agencies to solve crime and prosecute criminals to the fullest extent of the law.
- Actively pursue criminal charges against all criminals for violations of local, State and federal laws reported within Leon Valley.
- Implement covert programs to seek out and arrest criminals intent on breaking the law in our community.

POLICE INVESTIGATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 164,303	\$ 246,696	\$ 246,696	\$ 263,504
Supplies	4,588	2,500	2,500	4,300
Contractual Services	1,854	6,760	6,760	13,008
Capital Outlay		-	-	-
TOTAL Department Budget	\$ 170,745	\$ 255,956	\$ 255,956	\$ 280,812

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Detective	3.00	3.00	3.00	3.00
TOTAL	3.00	3.00	3.00	3.00

DIVISION DESCRIPTION AND MISSION

The United States Drug Enforcement Agency – State and Local Task force is a joint Federal/State/Local Task Force that disrupts the illicit drug traffic flow by immobilizing targeted violators and trafficking organizations, gathers intelligence relating to the trafficking in narcotics and dangerous drugs and conducts undercover operations where appropriate and engages in such other traditional methods of investigation in order that the Task Force activities result in effective prosecution before the courts of the United States and the District Court of the State of Texas.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Assisted several Leon Valley residents with issues pertaining to narcotics in their neighborhood.
- Continued to pursue a cooperative effort in the fight against drugs and worked closely with the Police Department.

Objectives for FY 2017-2018:

- Continue to pursue cooperative efforts in the fight against drugs and work closely with the Police Department.

POLICE NARCOTICS TASK FORCE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 141,298	\$ 161,690	\$ 161,690	\$ 170,191
Supplies	-	-	-	-
Contractual Services	132	240	240	240
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 141,430	\$ 161,930	\$ 161,930	\$ 170,431

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Narcotics Officer	1.00	1.00	2.00	2.00
TOTAL	1.00	1.00	2.00	2.00

DEPARTMENT DESCRIPTION AND MISSION

The primary mission of the Fire Department is to prevent and/or minimize the loss of life and property within the corporate limits of the City by establishing control over fires, sudden medical emergencies and the consequences of natural and manmade disasters. The Fire Department accomplishes this mission with three budgetary divisions: Administration, Operations, and Emergency Medical Services. The Fire Prevention division is budgeted under Operations.

Contemporary fire departments must be "all-risk" emergency response organizations - capable of responding to a wide variety of incidents. Because of this, firefighters must not only be proficient at their primary tasks (firefighting and emergency medical services) but must also be able to perform complex technical rescues, operate efficiently in multi-casualty situations, work in situations involving release of hazardous chemicals, biological agents, radiological materials, explosions, and disasters such as floods. Firefighters are trained in the National Incident Command System, enabling them to effectively interface with other City departments, local agencies, County, State and Federal assets during disaster situations.

FIRE SUMMARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 1,935,823	\$ 2,190,416	\$ 2,190,416	\$ 2,450,589
Supplies	88,310	80,604	80,604	88,489
Contractual Services	189,236	168,848	168,848	176,281
Capital Outlay	568,105	38,890	38,890	236,000
TOTAL Department Budget	\$ 2,781,474	\$ 2,478,758	\$ 2,478,758	\$ 2,951,359

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00	3.00
Deputy Fire Marshal	0.00	0.00	1.00	1.00
Engineer	3.00	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00	15.00
Secretary	0.50	0.50	1.00	1.00
TOTAL	26.50	26.50	28.00	28.00

DIVISION DESCRIPTION AND MISSION

The Administrative Division is divided into two functional sections; Administrative Section and Emergency Management Section.

The mission of the Administrative section is to manage the City's multifaceted all-risk emergency services including fire suppression, investigation and prevention, emergency management, rescue, hazardous materials, weapons of mass destruction and emergency medical services. The administration of the Fire Department works with the City Manager to establish levels of service propose new programs or improvements and formulate budget requests.

The mission of the City's Emergency Management Program provides action plans for City emergencies, maintains emergency warning equipment, and governs overall disaster responses and mitigation capabilities for the City.

The Fire Chief and Assistant Fire Chief are multi-role trained to respond to "all risks" and maintain certifications in structural firefighting, Emergency Medical Services, various types of technical rescue, hazardous materials/WMD, and arson investigation. The Fire Chief and Assistant Fire Chief maintain certification as Peace Officers and credentials in Emergency Management. The Fire Chief and Assistant Fire Chief work 8-hour days, five days/week and are subject to recall during emergencies. In addition to the Chief and Assistant Chief, the Administration Division has a Deputy Fire Marshal who serves as a Fire Inspector, Fire/Arson Investigator, and Fire Prevention Officer. The Deputy Fire Marshal works 8AM-5PM, Monday through Friday and is also subject to recall. The Administrative Division also has an Executive Administrative Assistant who is responsible for managing the business part of the department, to include EMS service billing, records management, supplies management, and event scheduling. The Executive Administrative Assistant works 8AM-5PM, Monday through Friday.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Successfully petitioned the City of San Antonio to require Mandatory Detention upstream.
- Received \$8,300 grant from CPS energy.
- Completed transition of new fire engine and new brush truck.
- Installed 210 smoke detectors in the community.

FIRE ADMINISTRATION**GENERAL FUND**

- Completed Interlocal Agreement for Emergency Management with Bexar County.
- Awarded Firewise recognition for fourth year by the National Fire Protection Association.
- Updated Standard Operating Policies.
- Ensured that the fire department maintained high quality service and provided excellent customer service.
- Continued to participate in regional emergency preparedness planning.

Objectives for FY 2017-2018:

- Apply for various grants to increase revenue sources and address equipment and staffing needs.
- Complete Standard Operating Policies Manual.
- Ensure that the department maintains high quality services and provides excellent customer service.
- Improve Emergency Management through communication, training, and drills.
- Continue to participate in regional emergency preparedness planning.
- Maintains the City's preparedness and response capabilities for disasters through effective response exercises, conduct at least one tabletop and one full scale exercise.
- Work to enhance the effectiveness of the city's flood control and management measures through prevention, education, and preparedness.

FIRE ADMINISTRATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 231,448	\$ 351,729	\$ 351,729	\$ 420,269
Supplies	5,369	5,914	5,914	5,914
Contractual Services	50,282	41,992	41,992	43,392
Capital Outlay	45,476	28,500	28,500	
TOTAL Department Budget	\$ 332,575	\$ 428,135	\$ 428,135	\$ 469,575

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Fire Chief	1.00	1.00	1.00	1.00
Assistant Fire Chief	1.00	1.00	1.00	1.00
Deputy Fire Marshal	0.00	0.00	1.00	1.00
Secretary	0.50	0.50	1.00	1.00
TOTAL	2.50	2.50	4.00	4.00

DIVISION DESCRIPTION AND MISSION

The Operations Division is divided into two functional sections, Operations Section and Fire Prevention Section.

The mission of the Operations section is to provide fire and other emergency services at acceptable levels of customer service and cost. Personnel provide this protection on a day-to-day basis through proper and quality training and by maintaining both themselves and their equipment in a state of readiness. Services provided include fire suppression, vehicle rescue, technical rescue, swift water rescues, hazardous materials response and Weapons of Mass Destruction response.

The mission of the Fire Prevention section is to administer the City's fire and life safety awareness and enforcement programs through proper community awareness, fire and life safety inspections and investigations.

The Operations section staff includes twenty-four uniformed personnel which are divided into three shifts of eight personnel. Shift personnel work 24 hours and then are off duty for 48 hours. During their off-duty time, personnel are subject to emergency recall. The operations staff is trained for multi roles to respond to "all risks" and maintain certifications in structural firefighting, Emergency Medical Services, various types of technical rescue and hazardous materials/WMD.

The Fire Prevention section staff consists of one full-time uniformed person that works 8-hour days, five days/week.

The Deputy Fire Marshal is subject to recall during emergencies. The Deputy Fire Marshal is trained for multiple roles to respond to "all risks" and maintains certifications in structural firefighting, Emergency Medical Services, Peace Officer, Fire Investigation and Building Codes & Inspections as well as various types of technical rescues and hazardous materials/WMD.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Maintained high quality services and excellent customer service.
- Improved Swift-Water Rescue readiness through training and acquisition of equipment.
- Maintained a high level of preparedness through the establishment of a new firefighting training program.
- Maintain morale through training, team-building, improved communication, and re-prioritization of resources that effectively communicate the goals of the department to the staff.
- Staffed the Deputy Fire Marshal position and worked to assist with general code enforcement.
- Maintained code enforcement through plans review and new construction site inspections.
- Provided excellent customer service to businesses, contractors, and residents.

Objectives for FY 2017-2018:

- Maintain high level of preparedness through training.
- Design, implement, and improve new emergency driver program.
- Implement new mobile technology to improve response, wherever possible.
- Implement training program consistent with new standard operating policies.
- Maintain quality and quantity of inspections.
- Provide excellent customer service to businesses, contractors, and residents.

Major Budgeted Items:

- Self-contained Breathing Apparatus \$32,000

FIRE OPERATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 1,704,375	\$ 1,838,687	\$ 1,838,687	\$ 2,030,320
Supplies	42,852	32,495	32,495	38,575
Contractual Services	85,297	69,540	69,540	75,573
Capital Outlay	522,629	10,390	10,390	32,000
TOTAL Department Budget	\$ 2,355,152	\$ 1,951,112	\$ 1,951,112	\$ 2,176,468

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Captain	3.00	3.00	3.00	3.00
Lieutenant	3.00	3.00	3.00	3.00
Engineer	3.00	3.00	3.00	3.00
Firefighter	15.00	15.00	15.00	15.00
TOTAL	24.00	24.00	24.00	24.00

DIVISION DESCRIPTION AND MISSION

To provide a fire department based full service Emergency Medical Service with advanced life support capabilities. Strive to maintain superior services at reasonable costs with quality patient care as our number one goal.

The Emergency Medical Services staff is the same staff utilized and assigned in the Operations Division. All of the staff are trained Emergency Medical Technician, and most are trained to the Paramedic level. Paramedics receive training in Advanced Cardiac Life Support (ACLS), Basic Trauma Life Support (BTLS), Pediatric Pre-hospital Provider Course (PPPC) and other EMS specialty classes.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Maintained high quality patient care.
- Adopted complete set of updated medical protocols.
- Maintained quality training, through continuing education and monthly skills testing.
- Received trauma grant (\$5,000) to enhance EMS training
- Transitioned new EMS Medical Director.
- Completed transfer of EMS Billing and Debt Collection Services.
- Received \$108,471 in Ambulance Supplemental Payment Program funds.
- Implemented student-rider partnership through San Antonio College EMT program.

Objectives for FY 2017-2018:

- Maintained high quality patient care in a professional, compassionate manner.
- Transition to new training program through partnership with regional resource.
- Maintain average response time under four minutes.
- Report an improvement in recovery EMS Billing and Debt Collection.
- Transition into, and place in service new ambulance.

FIRE EMERGENCY OPERATIONS**GENERAL FUND**

Major Budgeted Items:

- Ambulance with power stretcher system \$204,000*

* Price reflects \$20,000 trade-in for 2004 GMC ambulance

EMERGENCY MEDICAL SERVICE**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ -	\$ -	\$ -	
Supplies	40,090	42,195	42,195	44,000
Contractual Services	53,657	57,316	57,316	57,316
Capital Outlay	-	-	-	204,000
TOTAL Department Budget	\$ 93,747	\$ 99,511	\$ 99,511	\$ 305,316

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
	*	*	*	*
TOTAL	*	*	*	*

FOOTNOTE: * - Assigned to Operations

PROGRAM NARRATIVE

The mission of this department is to construct, operate, maintain and repair the City's infrastructure including streets, sidewalks, curbs, drains, right-of-ways, traffic control systems and signage, marquees, buildings and other facilities and to provide support services to other City departments and to the public. Included is the operation of environmental activities such as solid waste disposal, used oil recycling, drought management, right-of-way mowing, street sweeping and mosquito control. Also included is supervision of franchised utilities, telecommunication companies and developer construction of public infrastructure.

This department provides personnel and support facilities for activities such as subdivision and building plan review, code enforcement lot cleaning (or fence maintenance), janitorial services, vehicle maintenance, traffic counts and special activities (Christmas, Earthwise Living, Community Center, Fourth of July, etc.). This department also administers TxDOT projects.

Accomplishments for FY 2016-2017:

- Completed FY 2017 Budget.
- Continued to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conducted semiannual Spring and Fall trash and large item pickup.
- Repaired/replaced various street signs through the city.
- Cleared debris, mowed grass, trimmed and maintained all city buildings, park, creeks, drainage ditches and right of ways.
- Assisted Police and Fire Departments, Library and City Hall as needed.
- Managed the remaining portion of the 2012 Municipal Facilities Bond Project, with the remodeling of City Hall.
- Continued energy savings program, lights, filters, water, reseal windows, etc.
- Repaired erosion damage along Huebner Creek and low water crossings.
- Repaired and maintained streets throughout City.
- Repaired and maintained sidewalks.
- Provided support for city events.
- Removed fallen trees, trim overgrown limbs for emergency vehicle clearance.
- Updated mapping on software system for service requests.

Objectives for FY 2017-2018:

- Continue to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conduct semiannual Spring and Fall trash and large item pickup.
- Repair/replace various street signs through the city.
- Maintenance to clear debris, mow grass, trim and maintain all city buildings, park, creeks, drainage ditches and right of ways.
- Assist Police and Fire Departments, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair any erosion damage along Huebner Creek and low water crossings.
- Replace materials after water leak repairs.
- Street maintenance using sales tax revenue funds throughout City.
- Repair and maintain curbs and sidewalks.
- Install new and repair existing sidewalks along eastern portion of Evers Road.
- Finish construction of Steurethaler-Silo Park.
- Remove fallen trees, trim overgrown for emergency vehicle clearance.
- Provide support services for city events.
- Replace dead trees and other vegetation in public areas.
- Continue supervision of telecommunications contractors.
- Responded to various service requests from residents or city.
- Continued development of Steurethaler-Silo Park.
- Implemented new street ranking software and ranked each street as to Pavement Condition Indexing.
- Open pools and provide maintenance support for summer use.
- Completed street maintenance program goals.
- Repaired old / installed new sidewalks along western portion of Evers Road.
- Supported Bexar County with Huebner Creek LC-17 Phase III project.
- Awarded grant from AACOG for new brush chipper.
- Awarded grant for Evers Road bridge replacement from TxDOT
- Awarded grant from SARA for LID parking lot at City Hall
- Awarded grant from CDBG to construct drainage inlets on Timberhill at Huebner
- Awarded grant from CDBG to replace water and sewer mains on Conestoga
- Converted Kinman House to a cafe
- Transitioned Hodges and Althea streets to one-way, with speed pads, reduced speed limits, and no through truck traffic at the request of the neighborhood

PUBLIC WORKS

GENERAL FUND

- Replaced traffic signal system at Huebner and Evers with new system, resulting in savings of electricity and safer passage of vehicles in that intersection
- Conducted city-wide drainage study and developed master drainage plan
- Assisted Police Department with creation of an Impound Lot
- Conducted three Neighborhood Renewal Program events in Old Mill, Grass Valley, and Canterfield neighborhoods, with assistance from volunteers
- Accepted donation of Forest Oaks Pool.

Objectives for FY 2017-2018:

- Continue to monitor EPA Plume Project and well testing.
- Provide staff support to Citizen Advisory Group.
- Conduct semiannual Spring and Fall trash and large item pickup.
- Repair/replace various street signs through the city.
- Maintenance to clear debris, mow grass, trim and maintain all city buildings, and over 150 acres of park, creeks, drainage ditches and right of ways.
- Assist Police and Fire Departments, Library and City Hall as needed.
- Continue energy savings program, lights, filters, water, reseal windows, etc.
- Repair any erosion damage along Huebner Creek and low water crossings.
- Apply for accreditation for Public Works by creation of an Operations Manual, using Best Management Practices.
- Manage Street Maintenance Program using sales tax revenue funds throughout City.
- Repair and maintain curbs and sidewalks.
- Install new and repair existing sidewalks along eastern portion of Evers Road.
- Start development of Old Mill and Ridge at Leon Valley parks, and the Hetherington Trail.
- Remove fallen trees, trim overgrown for emergency vehicle clearance.
- Provide support services for city events.
- Replace dead trees and other vegetation in public areas.
- Continue supervision of telecommunications contractors.
- Apply for grants for infrastructure rehabilitation where appropriate
- Support El Verde 2020.
- Assure the continued maintenance programs for all city property.
- Continue pothole repair program throughout city.

PUBLIC WORKS**GENERAL FUND**

- Support Bexar County with Huebner Creek project.
- Open both pools and provide maintenance support.
- Complete FY 17 street maintenance program goals. Assure the continued maintenance programs for all city property.
- Implement Year One of the 5 Year Street Ranking Study.
- Apply for CDBG funding and, if awarded, complete the Cades Cove sewer line and street repair project.
- Removed fallen trees, trim overgrown for emergency vehicle clearance.
- Convert Library Annex into small café.
- Demolish Records Storage Building and construct new library annex on that site

PUBLIC WORKS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 685,638	\$ 939,567	\$ 939,567	\$ 814,898
Supplies	182,976	215,500	215,500	219,000
Contractual Services	355,310	553,105	553,105	327,699
Capital Outlay	132,555	411,630	411,630	1,773,750
TOTAL Department Budget	\$ 1,356,478	\$ 2,119,802	\$ 2,119,802	\$ 3,135,347

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Director of Public Works	0.40	0.40	0.40	0.40
Assistant Director	0.40	0.40	0.40	0.40
Projects Manager	0.00	0.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00
Building Operations Foreman	0.90	0.90	0.00	0.00
Field Foreman	0.50	0.50	0.50	0.50
Shop Foreman	0.80	0.80	0.80	0.50
Crew Leader	2.30	2.30	2.30	2.30
Laborer IV	1.50	1.50	1.50	1.50
Laborer III	2.70	3.70	5.70	5.70
Mechanic	0.80	0.80	0.80	0.50
Laborer I	0.90	0.90	0.90	0.90
Animal Control Officer	0.00	0.00	1.00	0.00
Code Enforcement Officer	0.00	0.00	0.90	0.00
TOTAL	11.20	12.20	13.30	12.70

PROGRAM NARRATIVE

The mission of the Community Development and Communications Department is to promote and foster a wholesome, active, Leon Valley residential and business community environment, while maintaining the City's reputation of distinction by developing and implementing clear, consistent and engaging communication strategies.

The Community Development & Communications Department is a multi-faceted team tasked with the responsibilities of flood plain management, zoning, planning and subdivision administration, building inspections, health inspections, and public events/workshops, and holistic communication via excellent customer service, positive publicity, social media, website services and all relevant media sources. All strategies and processes utilized by this department are designed to foster public safety, health and welfare, as well as trust and transparency of government to promote Leon Valley's mission and vision to S.E.E. Leon Valley and maintain the ideal of *Deep Roots* and *Big Ideas*.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- In the process of completing revisions to the 2017 Action Plan and Master Plan documents.
- Increased permitting fee to be competitive with surrounding cities.
- Implemented dynamic Building Permit Process, with digital notification to applicants.
- Initiated a Certificate of Occupancy Audit with Policy Directives in coordination with Police Department, Fire Department, Code Enforcement and the Manager's Office for bi-annual processing.
- Developed Leon Valley Park Tree Master Plan and plantings have been initiated.
- Redefined the structure and purpose of the Communications Department with new goals, objectives and accomplishments for FY 2016-2017.
- Transferred monitoring and responsibility of City of Helotes Dispatch Contract to the Police Department.
- Facilitated and processed In Kind Grant requests for for-profit and non-profit applicants to the City.
- Transferred the Community and Conference Center operations and functions to Economic Development.

COMMUNITY DEVELOPMENT

GENERAL FUND

- Researched and participated in any eligible Federal, State and Local grant opportunities (i.e. *Keep Texas Beautiful* and *Texas Parks and Wildlife*).
- Maintained editing, completion and delivery of the bi-monthly City Newsletter.
- Executed specified special events and special projects of the City.
- Continually reviewing and updating the City website for relevancy, accuracy and user-friendliness. The Revize website update will also be completed during this fiscal year.
- Created a Recreational Committee for Youth Involvement & Activity Programs. It is the Mayor's Youth Advisory Committee.
- Acting liaison to the Hike and Bike Committee to direct the location of the trail from Bandera Road to Crystal Hills Park after the completion of the LC-17 Creek Enhancement Project.
- Implementing a customer service survey program by which residents and businesses can easily submit reviews of their interactions/experiences with City employees and City facilities.
- Utilizing a robot-call initiative for mass City communications.

Objectives for FY 2017-2018:

- Streamline, organize and enhance the Department for accuracy and improved function.
- Complete the Zoning Code update with consulting firm.
- Successfully complete of the 4th of July event and transition to Community/Conference Center staff functions
- Transfer In Kind Grant processing to Community/Conference Center staff functions.
- Continue staff development, training and succession planning.
- Monitor and improve Certificate of Occupancy Audit as needed.
- Complete the tasks and goals required of the Hike & Bike Committee.
- Scan permit files for Specific Use Permits, Zoning Cases, Building Permits and Certificates of Occupancy for electronic reference and use.
- Maintain the goals and objectives of the Tree Planting Plan.
- Maintain editing, completion and delivery of the bi-monthly City Newsletter.
- Grow social media outreach and positive publicity for the City.

COMMUNITY DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 103,991	\$ 165,957	\$ 165,957	\$ 247,512
Supplies	3,618	4,900	4,900	8,100
Contractual Services	110,483	91,763	91,763	124,623
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 218,092	\$ 262,620	\$ 262,620	\$ 380,235

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Development Director	0.80	0.80	0.80	1.00
Community Development Mgr	0.00	0.00	0.00	1.00
Planning Tech	0.00	0.00	1.00	1.00
Administrative Assistant	0.80	0.80	0.80	0.75
TOTAL	1.60	1.60	2.60	3.75

DEPARTMENT DESCRIPTION AND MISSION

The Economic Development Department (EDD) serves as the City of Leon Valley's business arm. EDD focuses on four areas of activity: 1) promote the development and expansion of new and existing business enterprises within Leon Valley; 2) serve as the City liaison with the Leon Valley business community; and 3) develop and coordinate partnerships with various government agencies and business groups to develop and retain local businesses.

The mission of the Economic Development Department is to facilitate economic development activities that assist in developing and sustaining businesses to create a strong local economy, in an effort to provide a better quality of life for the citizens of Leon Valley; as well as focusing on redevelopment to enhance the community, revitalize the Bandera Road corridor, and increase sales tax revenue.

PROGRAM NARRATIVE***Accomplishments for FY 2016-2017:***

- Coordinated Leon Valley Fiesta Medals project.
- Provided staff support to the LVEDC and their activities until they were dissolved.
- Coordinated City of Leon Valley Movies in the Park.
- Updated business list.
- Continued development of professional relationships with area businesses.
- Continued to develop partnership with Leon Valley Area Chamber of Commerce.

Objectives for FY 2017-2018:

- Support and assisted City Manager with strategies to accomplish the City's overall 2018 objectives.
- Worked with the City Manager to expand, retain and attract businesses to Leon Valley.
- Continue building relationships and partnerships with national, state, and local groups to assist the Leon Valley business community.
- Assist the City Manager in developing an economic development program and incentive guidelines for Leon Valley.
- Develop year round Movies in the Park for the community.
- Coordinate July 4th Celebration.
- Explore developing Music of the Green with the Library.

ECONOMIC DEVELOPMENT**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 84,583	\$ 54,146	\$ 54,146	\$ 50,006
Supplies	3,008	4,000	4,000	4,000
Contractual Services	37,060	87,220	83,140	237,591
Capital Outlay		-		
TOTAL Department Budget	\$ 124,651	\$ 145,366	\$ 141,286	\$ 291,597

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Development Director	1.00	1.00	0.00	0.00
Administrative Assistant	1.00	1.00	1.00	0.00
Facility Manager	0.00	0.00	0.00	0.40
City Attorney	0.00	0.00	0.00	0.19
TOTAL	2.00	2.00	1.00	0.59

DEPARTMENT DESCRIPTION AND MISSION

The City's sponsors several special events in collaboration with the City's Community Events Committee. The following are programmed City events, July 4th Celebration, Los Leones Art Festival, Holiday Tree Lighting Ceremony, Beethoven Concert, Grandparents' Day Concert, Earthwise Living Day, Pet Parade and Bi-Annual Rabies Vaccination Clinics.

The mission of the Special Event program is to provide a sense of community, recreation and entertainment to enhance the quality of life of the Leon Valley citizenry, and to promote tourism of the City.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Expanded the July 4th Parade and Festivities for all day activities and
- Fireworks to end the evening.
- Planned and prepared for the Leon Valley Holiday Fest.
- Hosted the 6th Annual Arbor Day.
- Hosted the Annual Grandparent Concert and Tree lighting Ceremony.
- The EWL Committee held a successful Earthwise Living Day.
- All events facilitated for positive effect on community building and City identity with the goal of creating a *sense of place* and celebrating the community's strengths and accomplishments.

Objectives for FY 2017-2018:

- Plan and execute the next the July 4th Parade, Festivities and Fireworks.
- Host the annual Arbor Day, Grandparent Concert, Tree lighting Ceremony and Holiday Concert.
- Continue partnerships (i.e. EWL, NISD) for successful events, concerts and similar activities.

SPECIAL EVENTS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 14,162	\$ 19,757	\$ 19,757	\$ 19,757
Supplies	111,942	61,350	61,350	68,350
Contractual Services	5,000	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 131,104	\$ 81,107	\$ 81,107	\$ 88,107

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00

DEPARTMENT DESCRIPTION AND MISSION

The Parks Department provides for operating, constructing and maintaining the City's park facilities. The mission of the Parks Department is to maintain these facilities in good condition, creating a clean and safe park environment. This department works with the reservation clerk for rentals in the park, makes deposits refund inspections, arranges for deposit refunds, and coordinates with the Park Commission and large users such as John Marshall High School.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Replaced soccer fence netting and repainted posts.
- Repainted restrooms, installed new water fountains, and removed graffiti.
- Removed trash and debris weekly.
- Planted 49 trees near softball field at Raymond Rimkus Park, 51 trees at Old Mill Park, and 100 trees at Steurenthaler-Silo Park
- Repaired leaks on sprinkler system, hose bibs, protect pipes from freeze.
- Power washed and maintained playground area, replaced worn playground equipment, installed new playground equipment, and restored fall zone material.
- Provided flood debris cleanup for 26 flooding events.
- Removed dead trees.
- Maintained swimming pool, repaired gate fence and removed graffiti.
- Assumed ownership of and maintenance responsibilities for Forest Oaks Pool.
- Provided support and assistance with revised plan for new hike & bike trail.
- Completed development of Steurenthaler-Silo Park off Huebner Road.
- Started development of Old Mill and The Ridge parks, and the Hetherington Trail.
- Provided staff support to Park Commission.
- Provided management and program oversight to City pools contractor.

Objectives for FY 2017-2018:

- Revise Park ordinance and increase fees for park usage.
- Complete Old Mill and The Ridge parks, and the Hetherington Trail development.
- Rehabilitate Raymond Rimkus Park amenities as needed.
- Mow grass, creeks and trim trees.
- Repair sidewalks and walkways.
- Maintain walking path system.

PARKS AND RECREATION**GENERAL FUND**

- Plant trees for Green project.
- Continue to support City events.
- Plant and maintain new trees in all parks for El Verde 2020 project.
- Restore grass in bare spots.
- Control erosion at Huebner Creek below low water crossing.
- Provide support and assistance for new Hike & Bike Trail.
- Repair athletic field surface.
- Create park at Shadow Mist parkland property.
- Provide management and program oversight to City pool contractor.
- Provide staff support to Park Commission.

PARKS AND RECREATION**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 42,460	\$ 82,093	\$ 82,093	\$ 83,516
Supplies	21,338	30,500	30,500	48,000
Contractual Services	134,631	184,083	184,083	189,700
Capital Outlay	-	46,000	46,000	167,000
TOTAL Department Budget	\$ 198,429	\$ 342,676	\$ 342,676	\$ 488,216

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Laborer III	1.50	1.50	1.50	1.50
TOTAL	1.50	1.50	1.50	1.50

DEPARTMENT DESCRIPTION AND MISSION

The Leon Valley Public Library is the city's friendly gateway to the worlds of learning, imagination, creativity, and community interaction. The primary mission of the Leon Valley Public Library is to provide quality educational and information resources, historical and cultural opportunities, and recreational activities enriching the entire community.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Continued personal and specialized customer service to residents of all ages.
- Collaboration with other city departments in regard to: programming, program promotion, social media.
- Improved Library web presence by updating website, cross promotion with city through websites and social media.
- Evaluated collection items with past usage and current space constraints as a focus, weeding out old and undesirable items.
- Joined the Lone Star Digital Consortium to expand our eBook holdings to over 7,000 items.
- Continued outreach service to Senior Living community in Leon Valley, in taking library books for check out to them.
- Implemented HOUSE CALLS, a program where we deliver and pick up materials for the home bound residents.
- Continued participation in civic and community sustaining events: Leon Valley Fourth of July, Earthwise Living Day, Arbor Day and Breakfast with Santa, Holiday Fest.
- Innovative programming implemented:
- Continued no charge Notary Service for Leon Valley Residents.
- Spanish Language Collection for adults was expanded, and usage is rising.
- Received Texas Municipal Library Directors Association Award of Excellence in Libraries.
- Completed Strategic Plan for the library as well as a Policy Manual.
- Summer reading program attendance was up at individual programs.
- Launched Book-a-Librarian/Check-a-Tech program – one on one appointment to help members with their specific needs.

Objectives for FY 2017-2018:

- Continue to offer personal and specialized customer service to residents of all ages.
- Continue collection evaluation with past usage and current space constraints as a focus. Juvenile Non-Fiction and Adult Non-Fiction needs attention.
- Expand e-book services by purchasing into the cooperative program and adding materials that are available to our members only.
- Apply for any available program / collection enrichment grants as may be available through public or private sources.
- Continue participation and support of community sustaining and cultural events, for example, Leon Valley Fourth of July Parade, Pet Parade, City and Homestead Anniversary celebrations, Breakfast with Santa and others as may occur.
- Maintain Stat Pad defibrillator certifications. Continue work on Emergency Management certifications.
- Continue innovative programming efforts, increasing number of programs offered for all age groups as well as attendance at programs.
- Expand programming to STEM activities (Science, Technology, Engineering, Mathematics).
- Increase activity/participation in our Teen Group and Teen Programs.
- Continue outreach program of book delivery to shut ins, possibly increasing those visited.
- Expand partnerships for programming, including partnerships with the ISD and local businesses.
- Expand the Library hours to seven days a week.

LIBRARY**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 269,133	\$ 287,517	\$ 287,517	\$ 324,876
Supplies	39,890	32,614	30,804	25,000
Contractual Services	37,759	46,414	24,500	39,990
Capital Outlay	-	12,700	12,700	10,000
TOTAL Department Budget	\$ 346,782	\$ 379,245	\$ 355,521	\$ 399,866

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Librarian	1.00	1.00	1.00	1.00
Assistant Librarian	1.00	1.00	1.00	1.00
Library Technician	1.00	1.00	1.00	1.00
Library Clerk	1.50	1.50	1.50	2.50
Summer Hires	0.10	0.10	0.10	0.00
TOTAL	4.60	4.60	4.60	5.50

COMMUNICATIONS**GENERAL FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 192,837	\$ 148,898	\$ 148,898	
Supplies	3,894	3,500	3,500	
Contractual Services	152,062	178,184	178,184	
Capital Outlay	-	23,053	23,053	
TOTAL Department Budget	\$ 348,793	\$ 353,635	\$ 353,635	\$ -

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Communications Director	0.00	1.00	1.00	0.00
IT Specialist	0.50	0.50	0.50	0.00
Dispatcher	6.00	6.00	0.00	0.00
Receptionist	0.00	0.50	0.50	0.00
TOTAL	6.50	8.00	2.00	0.00

ENTERPRISE FUND

FUND NARRATIVE

The Enterprise Fund's function is to account for the operation of the City's Water and Sewer System. Water and sewer operations are intended to be self-supporting through user charges. The fund has four departments: General Administration, Water System, Sewer System and Storm Water.

WATER AND SEWER FUND
INCOME STATEMENT AND CHANGES IN WORKING CAPITAL

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
OPERATING REVENUES				
Water Sales	\$ 1,041,242	\$ 1,407,321	\$ 1,420,800	\$ 1,440,747
Water Supply Fee	144,715	177,426	144,000	144,000
Sewer Sales	2,011,973	1,969,782	2,014,500	2,223,968
Connection & Platting	1,025	500	500	500
Customer Penalties	51,975	45,500	60,500	65,500
Tapping Fees	14,082	16,000	16,000	16,000
Storm Water Fees	400,264	388,100	388,100	388,100
TOTAL OPERATING REVENUES	3,665,275	4,004,629	4,044,400	4,278,815
OPERATING EXPENSES				
General & Administrative	650,133	791,961	769,205	834,961
Water System	878,958	988,604	988,604	1,076,740
Sewer System	1,505,872	1,673,914	1,673,914	1,730,854
Storm Water	429,035	618,342	616,045	269,872
Depreciation	180,453	-	-	-
TOTAL OPERATING EXPENSES	3,644,451	4,072,821	4,047,768	3,912,427
NET OPERATING INCOME (LOSS)	20,824	(68,192)	(3,368)	366,388
NON-OPERATING REVENUES (EXPENSES)				
Interest Income and Other	146,688	90,640	110,640	70,640
Water Supply Reserve	-	140,000	140,000	130,000
Non-operating Transfer Out	(108,071)	(107,141)	(107,141)	(103,863)
TOTAL NON-OPERATING REVENUES (EXPENSES)	38,617	123,499	143,499	96,777
NET INCOME (LOSS) (Excluding Depreciation)	59,441	55,307	140,131	463,165
CHANGES IN WORKING CAPITAL				
NET INCOME (LOSS)	59,441	55,307	140,131	463,165
SOURCES (USES) OF WORKING CAPITAL				
Additions to Fixed Assets	-	(423,906)	(423,906)	(570,000)
TOTAL SOURCES (USES) OF WORKING CAPITAL	-	(423,906)	(423,906)	(570,000)
NET INCREASE (DECREASE) IN WORKING CAPITAL	59,441	(368,599)	(283,775)	(106,835)
BEGINNING FUND BALANCE	1,626,278	1,626,278	1,626,278	1,342,503
*ENDING FUND BALANCE	\$ 1,685,719	\$ 1,257,679	\$ 1,342,503	\$ 1,235,668

WATER AND SEWER FUND
SCHEDULE OF OPERATING REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
OPERATING REVENUES				
Water Sales				
Metered Water	\$ 851,728	\$ 1,212,821	\$ 1,226,300	\$ 1,246,247
Edwards Aquifer Fee	188,922	194,000	194,000	194,000
Bulk Water	593	500	500	500
Water Supply Fee	144,715	177,426	144,000	144,000
Total Water Sales	1,185,957	1,584,747	1,564,800	1,584,747
Sewer Sales				
City Service (SAWS)	1,996,428	1,955,282	2,000,000	2,209,468
City Surcharge	15,545	14,500	14,500	14,500
Total Sewer Sales	2,011,973	1,969,782	2,014,500	2,223,968
Storm Water				
Storm Water Fees	292,180	280,000	280,000	280,000
Storm Water Fee-SAWS Billing	108,084	108,100	108,100	108,100
Total Storm Water Fees	400,264	388,100	388,100	388,100
Connection Fees				
Connection Fees	1,025	500	500	500
Total Connection Fees	1,025	500	500	500
Customer Fees				
Customer Penalties	35,833	30,000	45,000	50,000
Customer Disconnection Fees	8,930	6,500	6,500	6,500
Storm Water Penalties	3,438	3,000	3,000	3,000
TECQ Public Health Fee	3,773	6,000	6,000	6,000
Total Customer Fees	51,975	45,500	60,500	65,500
Tapping Fees				
Water Tap Fees	14,082	15,000	15,000	15,000
Sewer Tap Fees	-	1,000	1,000	1,000
Total Tapping Fees	14,082	16,000	16,000	16,000
TOTAL OPERATING REVENUES	\$ 3,665,275	\$ 4,004,629	\$ 4,044,400	\$ 4,278,815

WATER AND SEWER FUND
SCHEDULE OF NON-OPERATING REVENUES (EXPENSES)

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
Non-Operating Revenues				
Interest Income	\$ 11,987	\$ 5,640	\$ 15,000	\$ 15,000
Impact Fees	18,501	10,000	10,000	10,000
Miscellaneous Income	56,200	15,000	25,640	25,640
Water Lease	60,000	60,000	60,000	20,000
Total Non-Operating Revenues	146,688	90,640	110,640	70,640
Non-Operating Expenses				
Transfer out to Debt Service	(108,071)	(107,141)	(107,141)	(103,863)
Total Non-Operating Expenses	(108,071)	(107,141)	(107,141)	(103,863)
TOTAL NON-OPERATING REVENUES (EXPENSES)	\$ 38,617	\$ (16,501)	\$ 3,499	\$ (33,223)

WATER AND SEWER FUND
SCHEDULE OF SOURCES (USES) OF WORKING CAPITAL
AND DEPRECIATION

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
Additions to Fixed Assets				
General & Administrative	-	-	-	-
Water System	-	183,000	183,000	300,000
Sewer System	-	13,000	13,000	150,000
Storm Water	-	227,906	227,906	120,000
Total Additions to Fixed Assets	\$ -	\$ 423,906	\$ 423,906	\$ 570,000

DEPARTMENT DESCRIPTION AND MISSION

The Administrative Department provides management and administration to water and sewer system operations, provides policy guidance and procedures for distributing potable water to the City's water customers in accordance with requirements of the State and other regulatory agencies, and provides direction for operations and maintenance of City wide sanitary sewer collection system.

GENERAL AND ADMINISTRATIVE**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 591,497	\$ 693,219	\$ 670,463	\$ 761,943
Supplies	7,017	30,150	30,150	17,250
Contractual Services	51,620	68,592	68,592	55,768
Capital Outlay		-		-
TOTAL Department Budget	\$ 650,133	\$ 791,961	\$ 769,205	\$ 834,961

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Director of Public Works	0.50	0.50	0.50	0.50
Assist. Director of Public Wks	0.50	0.50	0.50	0.50
Administrative Assistant	0.00	0.00	0.00	0.00
City Manager	0.45	0.45	0.45	0.45
City Secretary	0.50	0.50	0.50	0.50
HR Director/ACM	0.45	0.45	0.45	0.45
Finance Director	0.45	0.45	0.45	0.45
Assistant Finance Director	0.45	0.45	0.45	0.45
Purchasing Agent	0.45	0.45	0.45	0.45
Account Payable/Payroll Clerk	0.45	0.45	0.45	0.00
Senior Court Clerk	0.45	0.45	0.45	0.45
Assistant Senior Court Clerk	0.45	0.45	0.45	0.45
Deputy Court Clerk	1.45	1.45	1.00	1.00
Executive Assistant to CM	0.50	0.50	0.50	0.50
Receptionist	0.50	0.50	0.50	0.50
IT Specialist	0.50	0.50	0.50	0.50
City Attorney	0.00	0.00	0.00	0.50
Engineer	0.00	0.00	0.00	0.50
TOTAL	8.05	8.05	7.60	8.15

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour support for operations and maintenance of the Leon Valley public water supply and distribution system. The mission is to deliver adequate supplies of potable water to approximately 2,500 customers in accordance with Texas Commission on Environmental Quality (TCEQ) and State Fire Insurance Commission regulations. Included is the maintenance of records, reports and support for the water system, and support for the billing department in the reading of meters, customer actions, and new meter installations. Repair of fire hydrants is coordinated with the Fire Department. The Department conducts meter repair and replacement and leak detection programs. The department is also responsible for finding and correcting unaccounted water loss. Leak detection and repair are ongoing functions. Personnel are also involved in Edwards Aquifer Authority (EAA) critical period management plan operations.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Installed new meters to upgraded touch read meters under the meter replacement program.
- Installed replacement water lines and curb stops as needed.
- Installed new "quick connect" fire hydrants and replaced old hydrants in the Canterfield and Old Mill subdivisions.
- Installed new water and sewer service connections for infill housing development, and commercial development.
- Maintained three elevated storage tanks and one groundwater storage tank.
- Maintained the Grass Hill and Huebner Chlorine control systems.
- Conducted annual TCEQ tank inspection.
- Complied with TCEQ, EPA and the San Antonio Health District by providing proper water samples for analysis.
- Repaired leaks under driveways, sidewalks, etc. and replaced materials as needed.
- Updated water and sewer maps.
- Assisted the project engineer and contractor with the municipal water well project, and the SAWS emergency interconnection project.

WATER

ENTERPRISE FUND

- Prepared capital Improvements Plan (CIP) for the replacement of water and sewer mains, rehabilitation of elevated water tanks, and the ground storage tank.
- Increased water and sewer rates to fund CIP.

Objectives for FY 2017-2018:

- Maintain and conduct an annual inspection of the three elevated and one ground storage tanks.
- Complete the construction of two new water wells and SAWS interconnection at the Grass Hill station.
- Complete the Conestoga water and sewer main replacement project.
- Continue the water meter repair/replacement program.
- Identify and install looped water main lines to remove dead ends.
- Replace fire hydrants as needed with newer "quick-connect" type hydrants.
- Install replacement meters to upgraded touch read meters for meter replacement program.
- Install replacement water lines as needed.
- Identify two priority areas to replace older water mains and replace with C-900 pipe.
- Install replacement curb stops.
- Test backflow protection device for Recycled Water System.
- Maintain the Grass Hill and Huebner Chlorine control system.
- Conduct annual TCEQ tank inspection.
- Conduct water sampling for analysis per the TCEQ. Perform all required reporting.
- Repair any reported leaks under driveways, sidewalks, etc. and replace materials as needed.
- Identify water and sewer mains and rank for replacement
- Replace Canterfield and Sun Valley subdivision fire hydrants and add cut off valve.

WATER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 372,232	\$ 373,349	\$ 373,349	\$ 416,774
Supplies	98,175	79,000	79,000	101,000
Contractual Services	408,551	536,255	536,255	558,966
Capital Outlay	-	183,000	183,000	300,000
TOTAL Department Budget	\$ 878,958	\$ 1,171,604	\$ 1,171,604	\$ 1,376,740

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Water Foreman	0.80	0.80	0.80	0.80
Construction Foreman	0.20	0.20	0.20	0.20
Shop Foreman	0.20	0.20	0.20	0.50
Crew Leader	1.00	1.00	1.00	1.00
Utility Billings Clerk	0.78	0.78	0.78	0.78
Laborer IV	0.60	0.60	0.60	0.60
Mechanic	0.20	0.20	0.20	0.50
Utility Maintenance	1.60	1.60	1.60	1.60
TOTAL	5.38	5.38	5.38	5.98

DEPARTMENT DESCRIPTION AND MISSION

This department provides 24 hour personnel for operations and maintenance of the sanitary sewer collection system. Included in their responsibilities is the reconstruction of existing sewer mains and services, preparation of required reports, development of long range plans for system replacements, supervision of new construction by developers, support of Finance Department billing operations, clearance of sewer blockages, sewer main cleaning, and providing support of other utility operations.

PROGRAM NARRATIVE

- Performed sewer camera video and sewer jet machine to clear mains and lines.
- Maintained sewer mains and lines.
- Videotaped the Grass Hill sewer lines and worked with City Engineer to develop the Grass Hill Sewer Improvement Project. Bid package completed.
- Assisted with the Conestoga sewer main project. Bid package completed.
- Conducted annual Sewer Line Cleaning Program.
- Conduct low-flow toilet replacement program.
- Assisted public with Sewer Locates.

Objectives for FY 2017-2018:

- Televisе video of sewer mains; commercial and residential.
- Run sewer camera for video and sewer jet machine to clear lines.
- Maintain sewer lines, point repairs, line replacements and install clean outs.
- Assist with the Cades Cove sewer main replacement project.
- Replace damaged sewer mains, identified from videotaped footage.
- Continue low-flow toilet replacement program.

SEWER SYSTEM**WATER AND SEWER FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENSES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 135,304	\$ 142,341	\$ 142,341	\$ 148,081
Supplies	1,423	3,100	3,100	3,100
Contractual Services	1,369,145	1,528,473	1,528,473	1,579,673
Capital Outlay	-	13,000	13,000	150,000
TOTAL Department Budget	\$ 1,505,872	\$ 1,686,914	\$ 1,686,914	\$ 1,880,854

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Water Foreman	0.20	0.20	0.20	0.20
Construction Foreman	0.20	0.20	0.20	0.20
Crew Leader	0.40	0.40	0.40	0.40
Laborer IV	0.60	0.60	0.60	0.60
Utility Billings Clerk	0.12	0.12	0.12	0.12
Utility Maintenance	0.40	0.40	0.40	0.40
TOTAL	1.92	1.92	1.92	1.92

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

DEPARTMENT DESCRIPTION AND MISSION

The goal of this program is to reduce the discharge of pollutants to the maximum extent practicable, to protect water quality, and to satisfy the appropriate requirements of the Texas Commission on Environmental Quality (TCEQ) Phase II program under the provisions of Section 402 of the Clean Water Act (CWA) and Chapter 26 of the Texas Water Code (TWC). The program also identifies Leon Valley's legal authority to implement the general permit.

This program describes the manner in which the permit will be administered and provides the basis for the city's development of a budget and fee collection system. The city's authority is explicitly stated in Chapter 30 of the Texas Administrative Code 205.5(a), and Section 26.040 of the Texas Water Code for the Texas Storm Water Discharges from Small MS4s – TCEQ Docket No. 2006-0428-WO TPDES General Permit To Discharge Under the Texas Pollutant Discharge Elimination System TXR040000.

PROGRAM NARRATIVE**Accomplishments for FY 2016-2017:**

- Completed six times per year street sweeping program.
- Identified construction activity for proper storm water runoff control.
- Participate in educational activities such as Earthwise Living Day and 2017 Basura Bash, with coordination of volunteers and cleanup day efforts.
- Completed construction of a LID parking lot for overflow City Hall parking
- Developed maintenance program for public parking areas.
- Mowed and cleaned debris from Zarzamora and Huebner Creeks.
- Mowed and maintained storm drain inlet/outlets.
- Completed construction of detention pond behind 6320 Bandera.
- Completed the de-silting of The Ridge detention area
- Complete the Timberhill / Huebner intersection drainage improvement project
- Provided staff support to Stormwater Committee.
- Developed Stormwater City-Wide Master Drainage Plan
- Performed engineering studies at various areas identified as flood/drainage concerns.
- Worked with United States Army Corp of Engineers (USACE) and San Antonio River Authority (SARA) to identify Huebner Creek erosion and flood mitigation grant funds – was approved for preliminary study.

Objectives for FY 2017-2018:

- Continue mow and de-silting program for both creeks.
- Implement maintenance program for public parking areas.
- Continue inspections of construction activity to ensure Best Management Practices.
- Complete Annual Report for MS4 Permit.
- Participate in the 2018 Basura Bash.
- Budget for street sweeper, to move from contracting street sweeping to moving operations in house.
- Conduct Stormwater public education.
- Continue maintenance of storm drains.
- Perform flood/drainage remediation at identified areas as per the Master Drainage Plan of the City.
- Identify additional opportunities for the construction of LID parking lots.
- Mow and maintain storm drain inlet/outlets.
- Install medallions on remaining/new storm drain inlets.
- Continue to provide staff support to Stormwater Committee.
- Continue to work with USACE and SARA on Huebner Creek flood mitigation study and potential grant funding.

STORM WATER**WATER AND SEWER FUND**

EXPENSES	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
Personnel Services	\$ 129,565	\$ 144,542	\$ 142,245	\$ 144,472
Supplies	11,226	19,000	19,000	26,000
Contractual Services	288,244	454,800	454,800	99,400
Capital Outlay	-	227,906	227,906	120,000
TOTAL Department Budget	\$ 429,035	\$ 846,248	\$ 843,951	\$ 389,872

STAFFING	BUDGET 2014-2015	BUDGET 2015-2016	BUDGET 2016-2017	BUDGET 2017-2018
City Manager	0.05	0.05	0.05	0.05
HR Director/ACM	0.05	0.05	0.05	0.05
Finance Director	0.05	0.05	0.05	0.05
Assistant Finance Director	0.05	0.05	0.05	0.05
Purchasing Agent	0.05	0.05	0.05	0.05
Account Payable/Payroll Clerk	0.05	0.05	0.05	0.00
Deputy Court Clerk	0.05	0.05	0.00	0.00
Director of Public Works	0.10	0.10	0.10	0.10
Projects Manager	0.00	0.00	0.00	0.00
Assist. Director of Public Wks	0.10	0.10	0.10	0.10
Administrative Assistant	0.00	0.00	0.00	0.00
Billing Clerk	0.10	0.10	0.10	0.10
Storm Water Clerk	0.00	0.00	0.00	0.00
Code Enforcement	0.10	0.10	0.10	0.10
Construction Foreman	0.10	0.10	0.10	0.10
Building Operation Foreman	0.10	0.10	0.00	0.00
Crew Leader	0.30	0.30	0.30	0.30
Laborer IV	0.30	0.30	0.30	0.30
Laborer III	0.60	0.60	0.60	0.60
Laborer I	0.10	0.10	0.10	0.10
TOTAL	2.25	2.25	2.10	2.05

FOOTNOTE: @ - Capital outlay is reflected on the fund statement as a use of working capital rather than as an expense.

GRANT FUND

FUND NARRATIVE

This fund is used to account for the expenditures of grant monies received for specific programs.

GRANT FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 521	\$ 1,299	\$ 1,299	\$ 1,299
REVENUES				
Grants	2,844	2,924	2,772	2,924
TOTAL REVENUES	2,844	2,924	2,772	2,924
TOTAL RESOURCES AVAILABLE	3,365	4,223	4,071	4,223
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	2,066	2,924	2,772	2,924
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	2,066	2,924	2,772	2,924
ENDING FUND BALANCE	\$ 1,299	\$ 1,299	\$ 1,299	\$ 1,299

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Police Department.

LEOSE ALLOCATION POLICE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	2,066	2,136	2,036	2,136
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 2,066	\$ 2,136	\$ 2,036	\$ 2,136

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEOSE ALLOCATION FIRE**GRANT FUND**

PROGRAM DESCRIPTION

Senate Bill 1135, passed by the 74th Texas Legislature, directs the Comptroller of Public Accounts to make an annual allocation from the Law Enforcement Officer Standards and Education (LEOSE) account to qualified law enforcement agencies. Twenty percent of the account is allocated equally among the qualified agencies. The remaining eighty percent is allocated based on the number of eligible law enforcement positions each agency had as of January 1 of the preceding calendar year.

Funds must only be spent on expenses related to the continuing education of qualified persons. Eligible expenses are not limited to tuition or registration fees; they may include equipment (such as TV's and VCR's), subscriptions, or travel expense if they are related to continuing education.

This program includes funds for the Leon Valley Fire Department.

LEOSE ALLOCATION FIRE**GRANT FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	-	-	-	-
Contractual Services	-	788	736	788
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ -	\$ 788	\$ 736	\$ 788

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

LEON VALLEY CRIME CONTROL AND PREVENTION DISTRICT

FUND DESCRIPTION AND MISSION

The Crime Control and Prevention District is a special purpose district created for the purpose of improving crime prevention and reducing crime. In 1989, the Texas Legislature recognized that smaller cities within large metropolitan areas are greatly impacted by big city crime without the big city resources to fight crime problems they face. The Legislature passed the Crime Control and Prevention District Act to enable cities to create a special district that can collect a sales tax specifically dedicated to crime Control and reduction.

On November 5, 2013 the citizens of Leon Valley voted to create a Crime Control and Prevention District that will be supported through a 1/8 percent local sales and use tax.

**CRIME CONTROL & PREVENTION DISTRICT
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 249,283	\$ 295,709	\$ 295,709	\$ 256,736
REVENUES				
Tax Revenue	284,994	272,690	284,994	284,994
TOTAL REVENUES	284,994	272,690	284,994	284,994
OTHER FINANCING SOURCES				
Transfers in	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	534,277	568,399	580,703	541,730
EXPENDITURES				
Personnel Services	238,568	323,967	323,967	373,945
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	238,568	323,967	323,967	373,945
TOTAL EXPENDITURES & OTHER USES	238,568	323,967	323,967	373,945
ENDING FUND BALANCE	\$ 295,709	\$ 244,432	\$ 256,736	\$ 167,785

CRIME CONTROL & PREVENTION DISTRICT

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 238,568	\$ 323,967	\$ 323,967	\$ 373,945
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 238,568	\$ 323,967	\$ 323,967	\$ 373,945

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Assistant Police Chief	0.00	1.00	0.00	0.00
Captain	0.00	0.00	1.00	1.00
Sergeant	0.00	0.00	1.00	1.00
Police Officer	1.00	2.00	2.00	2.00
TOTAL	1.00	3.00	4.00	4.00

BUILDING SECURITY FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for security fee proceeds received through Municipal Court operations. Security fee proceeds can only be used to finance the direct cost of personnel services, supplies, contractual services, and capital outlay items directly related to building security.

Art. 102.017 of the Texas Code of Criminal Procedure allows a municipality to create a municipal court building security fund and require a defendant convicted of a misdemeanor offense in municipal court to pay a \$3 security fee as a cost of court. This fee must be deposited in a fund known as the Municipal Court Building Security Fund. These funds may only be used for security personnel, services, and items related to buildings that house the operations of municipal courts. "Security personnel, services and items" include:

- X-ray machines;
- Handheld metal detectors;
- Identification cards and systems;
- Electronic locking and surveillance equipment;
- Video teleconferencing systems, personnel, signage, confiscated weapon inventory and tracking systems;
- Locks, chains, alarms, or similar security devices including bullet-proof glass;
- Continuing education on security issues for court or security personnel; and
- Warrant officers and related equipment.

**BUILDING SECURITY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
BEGINNING FUND BALANCE	\$ 1,482	\$ 6,765	\$ 6,765	\$ 845
REVENUES				
Building Security Fees	10,081	9,500	7,000	7,000
TOTAL REVENUES	10,081	9,500	7,000	7,000
OTHER FINANCING SOURCES				
Transfers in	17,000	-	-	-
TOTAL OTHER FINANCING SOURCES	17,000	-	-	-
TOTAL RESOURCES AVAILABLE	28,563	16,265	13,765	7,845
EXPENDITURES				
Personnel Services	21,798	12,920	12,920	7,257
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	21,798	12,920	12,920	7,257
TOTAL EXPENDITURES & OTHER USES	21,798	12,920	12,920	7,257
ENDING FUND BALANCE	\$ 6,765	\$ 3,345	\$ 845	\$ 588

BUILDING SECURITY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 21,798	\$ 12,920	\$ 12,920	\$ 7,257
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 21,798	\$ 12,920	\$ 12,920	\$ 7,257

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Officer	0.32	0.32	0.16	0.16
TOTAL	0.50	0.32	0.16	0.16

CHILD SAFETY

FUND DESCRIPTION AND MISSION

The Child Safety Fund Program provides school crossing guards to assist children in crossing safely on our busy streets.

**CHILD SAFETY FUND
SUMMARY OF REVENUES, EXPENSES
AND CHANGES IN RETAINED EARNINGS**

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 12,566	\$ 14,149	\$ 14,149	\$ 11,935
REVENUES				
Child Safety Fees	14,492	13,500	12,500	12,500
TOTAL REVENUES	14,492	13,500	12,500	12,500
OTHER FINANCING SOURCES				
Transfers In	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	27,058	27,649	26,649	24,435
EXPENDITURES				
Personnel Services	12,909	14,714	14,714	14,530
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	12,909	14,714	14,714	14,530
TOTAL EXPENDITURES & OTHER USES	12,909	14,714	14,714	14,530
ENDING FUND BALANCE	\$ 14,149	\$ 12,935	\$ 11,935	\$ 9,905

SCHOOL CROSSING GUARDS**CHILD SAFETY FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 12,909	\$ 14,714	\$ 14,714	\$ 14,530
Supplies	-	-	-	-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 12,909	\$ 14,714	\$ 14,714	\$ 14,530

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
School Crossing Guards	^	0.70	0.70	0.70	0.70
TOTAL		0.70	0.70	0.70	0.70

FOOTNOTE: ^ - Part-Time Personnel

COURT TECHNOLOGY

FUND DESCRIPTION AND MISSION

To enhance technology within the Municipal Court system.

Art. 102.0172 of the Texas Code of Criminal Procedure allows a municipality to require a defendant convicted of a misdemeanor offense in municipal court to pay a technology fee not to exceed \$4 as a cost of court. This fund may be used only to finance the purchase of or to maintain technological enhancements for a municipal court, including:

- Computer systems;
- Computer networks;
- Computer hardware;
- Computer software;
- Imaging systems;
- Electronic kiosks;
- Electronic ticket writers; and
- Docket management systems.

**MUNICIPAL COURT TECHNOLOGY FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 5,808	\$ 7,791	\$ 7,791	\$ 2,383
REVENUES				
Court Technology Fees	13,403	11,000	10,900	10,900
TOTAL REVENUES	13,403	11,000	10,900	10,900
TOTAL RESOURCES AVAILABLE	19,211	18,791	18,691	13,283
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	411	-	-	-
Contractual Services	11,009	16,308	16,308	13,283
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	11,420	16,308	16,308	13,283
OTHER FINANCING USES				
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES & OTHER USES	11,420	16,308	16,308	13,283
ENDING FUND BALANCE	\$ 7,791	\$ 2,483	\$ 2,383	\$ 0

MUNICIPAL COURT TECHNOLOGY FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	411	-	-	-
Contractual Services	11,009	16,308	16,308	13,283
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 11,420	\$ 16,308	\$ 16,308	\$ 13,283

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
		0.00	0.00	0.00	0.00
TOTAL		0.00	0.00	0.00	0.00

DEBT SERVICE FUND

FUND DESCRIPTION AND MISSION

The Debt Service Fund is used to account for the accumulation of resources for and the payment of principal and interest on general long-term debt of the City other than revenue bonds. An ad valorem property tax rate is calculated by the City annually. Property taxes are levied on January 1 each year on all taxable property within the City. The taxes become payable on October 1 following the levy date and delinquent on February 1 of the subsequent year. The annual tax levy must be sufficient in amount to meet current year debt payment requirements.

OUTSTANDING DEBT

Issue	Outstanding as of 9/30/17	Purpose
2009 Refunding Bonds	\$325,000	Refunded the 1998 Certificates of Obligation that were originally issued to fund capital Improvements and equipment.
2009 PPFCO	\$735,000	Funds the purchase a fire a ladder truck.
2012 GO Bonds	\$6,600,000	Funds police, fire and administration complex Construction and renovations.
2016 Certificates of Obligation	\$1,950,000	Funds utility projects.

Issue	Maturity Date
2009 Refunding Bonds	08/01/2018
2009 PPFCO	08/01/2029
2012 GO Bonds	08/01/2032
2016 Certificates of Obligation	08/01/2046

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
BEGINNING FUND BALANCE	\$ 286,736	\$ 320,527	\$ 320,527	\$ 331,512
REVENUES				
Ad Valorem Taxes	714,161	681,756	692,741	691,463
Principal Income	-	-	-	-
Interest Income	-	-	-	-
TOTAL REVENUES	<u>714,161</u>	<u>681,756</u>	<u>692,741</u>	<u>691,463</u>
OTHER FINANCING SOURCES				
Transfers In	-	107,141	107,141	103,863
TOTAL OTHER FINANCING SOURCES	<u>-</u>	<u>107,141</u>	<u>107,141</u>	<u>103,863</u>
TOTAL RESOURCES AVAILABLE	<u>1,000,897</u>	<u>1,109,424</u>	<u>1,120,409</u>	<u>1,126,838</u>
EXPENDITURES				
Bond Principal	445,000	480,000	480,000	510,000
Interest	233,370	305,897	305,897	271,926
Fees	2,000	3,000	3,000	3,000
TOTAL EXPENDITURES	<u>680,370</u>	<u>788,897</u>	<u>788,897</u>	<u>784,926</u>
OTHER FINANCING SOURCES (USES)				
Bond Refunding	-	-	-	-
Residual Equity Transfer	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENDITURES AND OTHER USES	<u>680,370</u>	<u>788,897</u>	<u>788,897</u>	<u>784,926</u>
ENDING FUND BALANCE	<u>\$ 320,527</u>	<u>\$ 320,527</u>	<u>\$ 331,512</u>	<u>\$ 341,912</u>

DEBT SERVICE FUND
SUMMARY OF REVENUES AND EXPENDITURES
SCHEDULE OF REVENUES BY SOURCE

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
Ad Valorem Taxes				
Current	\$ 703,650	\$ 677,456	\$ 682,341	\$ 681,063
Delinquent	5,216	2,000	5,200	5,200
Penalty and Interest	5,296	2,300	5,200	5,200
Total Ad Valorem Taxes	\$ 714,161	\$ 681,756	\$ 692,741	\$ 691,463
TOTAL REVENUES	\$ 714,161	\$ 681,756	\$ 692,741	\$ 691,463

COMMUNITY CENTER FUND

FUND DESCRIPTION AND MISSION

The Community Center Fund is comprised of the operations of two multipurpose centers: the Community Center, and the Conference Center. These Centers are rented to the general public for a fee, and are also used for City sponsored events. The rental revenues off-set operational expenses and a portion of the revenue are also retained for the long term maintenance of the facilities. The Hotel tax revenue fund also supports the Centers' operations.

The Centers are versatile facilities in a park-like setting, and are used for a variety of activities such as civic, private and social functions. The Conference Center was designed specifically for business conferences and events, but is versatile enough to accommodate social events as well. The Conference Center is designed for events up to 150 people, and the Community Center can accommodate up to 300 people. The Centers are also used to host the City's civic events.

The mission of the Leon Valley Community and Conference Centers is to provide a multipurpose venue for area community groups such as senior citizens, civic organizations and others, and to attract clients on a fee basis for use of the facilities for various events such as weddings, graduations, reunions, and special events.

PROGRAM NARRATIVE

Accomplishments for FY 2016-2017:

- Maximized facility efficiency, cleanliness and maintenance for safety purposes, and for the enhancement of the clients' rental experience.
- Continued contract services for advertisement of the Community and Conference Centers through a virtual online tour.
- Installed new metal doors on Community Center.
- Initiated Thank You for Supporting Leon Valley Conference and Community Center campaign.

Objectives for FY 2017-2018:

- Develop new marketing strategies to generate more revenues.
- Investigate an enterprise-based program for booking and reserving the facilities.
- Remodel Community Center Kitchen. Paint the interior and exterior of the Community Center to attract clients and expand revenue base of the facility.

**COMMUNITY CENTER FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 111,437	\$ 92,380	\$ 92,380	\$ 83,883
REVENUES				
Hotel/Motel Taxes	89,170	88,000	80,000	80,000
Rental Fees	67,691	81,000	81,000	88,000
TOTAL REVENUES	156,861	169,000	161,000	168,000
OTHER FINANCING SOURCES				
Fund Balance	-	-	-	-
Other-CDBG Grant Reimbursement	-	-	-	-
TOTAL OTHER FINANCING SOURCES	-	-	-	-
TOTAL RESOURCES AVAILABLE	268,298	261,380	253,380	251,883
EXPENDITURES				
Personnel Services	85,865	99,517	99,517	83,317
Supplies	11,813	6,800	6,800	9,942
Contractual Services	70,394	51,680	51,680	71,125
Capital Outlay	7,846	11,500	11,500	13,244
TOTAL EXPENDITURES	175,918	169,497	169,497	177,628
OTHER FINANCING USES				
Transfers Out	-	-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
TOTAL EXPENDITURES AND OTHER USES	175,918	169,497	169,497	177,628
ENDING FUND BALANCE	\$ 92,380	\$ 91,883	\$ 83,883	\$ 74,255

COMMUNITY CENTER FUND

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ 85,865	\$ 99,517	\$ 99,517	\$ 83,317
Supplies	11,813	6,800	6,800	9,942
Contractual Services	70,394	51,680	51,680	71,125
Capital Outlay	7,846	11,500	11,500	13,244
TOTAL Department Budget	\$ 175,918	\$ 169,497	\$ 169,497	\$ 177,628

	BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	2014-2015	2015-2016	2016-2017	2017-2018
Facility Manager	0.20	0.20	0.20	0.60
Administrative Assistant	1.20	1.20	0.70	0.50
Laborer 3	0.10	0.10	0.10	0.20
Permit Technician	0.20	0.20	0.20	0.25
TOTAL	1.70	1.70	1.20	1.55

STREET MAINTENANCE TAX

FUND DESCRIPTION AND MISSION

The City held an election on November 6, 2007 under Chapter 327 of the Texas Tax Code to adopt an additional 1/4% city sales and use tax for Municipal Street Maintenance. The tax was re-authorized on November 8, 2011. State law requires the creation of a separate fund for these funds.

The sales tax may be used only to maintain and repair municipal streets and sidewalks that existed on the date of the election to adopt the tax.

PROGRAM NARRATIVE

Accomplishments for FY 2016-2017:

- Implemented Street Ranking Program, with related software
- Ranked 42 miles of streets according to condition
- Created four year Street Maintenance Plan
- Started Year 1 Street Maintenance, to include Heavy Mill & Overlay of Forest Mill, Forest Gate, Stirrup Circle, Checkrein, and Forest Circle
- Repaired numerous sections of streets as problems arose

Objectives for FY 2017-2018:

- Implement Year 2 of Street Maintenance Program, to include Althea Dr, Forest Grove, Forest Meadow, Linklea Dr, Strawberry Park, Strawflower, Walking Gait, Wildfern, Timco West, Forelock, a portion of Poss, Forest Brook, and Forest Crest North
- Continue to monitor and repair streets as conditions arise

STREET MAINTENANCE TAX FUND
SUMMARY OF REVENUES AND EXPENDITURES

	ACTUAL	BUDGET	ESTIMATED	BUDGET
	2015-2016	2016-2017	2016-2017	2017-2018
BEGINNING FUND BALANCE	\$ 646,873	\$ 1,095,061	\$ 1,095,061	\$ 417,856
REVENUES				
Sales Tax	583,543	562,818	562,818	562,818
Interest	1,003	500	2,000	2,000
VIA Reimbursement	37,766	60,000		
TOTAL REVENUES	622,312	623,318	564,818	564,818
TOTAL RESOURCES AVAILABLE	1,269,185	1,718,379	1,659,879	982,674
EXPENDITURES				
Personnel Services	-	-	-	-
Supplies	-	-	-	-
Contractual Services	174,124	1,242,023	1,242,023	982,674
Capital Outlay	-	-	-	-
TOTAL EXPENDITURES	174,124	1,242,023	1,242,023	982,674
OTHER FINANCING SOURCES(USES)				
Transfer in	-	-	-	-
Transfer out	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
ENDING FUND BALANCE	\$ 1,095,061	\$ 476,356	\$ 417,856	\$ (0)

POLICE FORFEITURE FUND

FUND DESCRIPTION AND MISSION

This fund is used to account for proceeds of criminal asset forfeitures. State law requires the creation of a separate fund for these assets. Forfeiture funds can only be used for law enforcement purposes.

**POLICE FORFEITURE TRUST FUND
SUMMARY OF REVENUES AND EXPENDITURES**

	ACTUAL 2015-2016	BUDGET 2016-2017	ESTIMATED 2016-2017	BUDGET 2017-2018
BEGINNING FUND BALANCE	\$ 340,978	\$ 292,430	\$ 292,430	\$ 420,366
REVENUES				
Seizures	152,607	-	900,000	-
Interest/Miscellaneous	12,194		-	
TOTAL REVENUES	164,801	-	900,000	-
TOTAL RESOURCES AVAILABLE	505,779	292,430	1,192,430	420,366
EXPENDITURES				
Personnel Services	-	64,048	64,048	135,656
Supplies	70,653	319,400	319,400	-
Contractual Services	9,684	55,811	55,811	85,705
Capital Outlay	133,012	332,805	332,805	199,005
TOTAL EXPENDITURES	213,349	772,064	772,064	420,366
OTHER FINANCING USES				
Transfers Out		-	-	-
TOTAL OTHER FINANCING USES	-	-	-	-
	213,349	772,064	772,064	420,366
ENDING FUND BALANCE	\$ 292,430	\$ (479,634)	\$ 420,366	\$ -

STATE**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services	\$ -	\$ -	\$ -	\$ -
Supplies	8,390			-
Contractual Services	-	-	-	-
Capital Outlay	-	-	-	-
TOTAL Department Budget	\$ 8,390	\$ -	\$ -	\$ -

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
		0.0	0.0	0.0	0.0
TOTAL		0.0	0.0	0.0	0.0

FEDERAL**POLICE FORFEITURE TRUST FUND**

	ACTUAL	BUDGET	ESTIMATED	BUDGET
EXPENDITURES	2015-2016	2016-2017	2016-2017	2017-2018
Personnel Services		\$ 64,048	\$ 64,048	\$ 135,656
Supplies	62,263	319,400	319,400	-
Contractual Services	9,684	55,811	55,811	85,705
Capital Outlay	133,012	332,805	332,805	199,005
TOTAL Department Budget	\$ 204,959	\$ 772,064	\$ 772,064	\$ 420,366

		BUDGET	BUDGET	BUDGET	BUDGET
STAFFING	GRADE	2014-2015	2015-2016	2016-2017	2017-2018
Police Officer		0.0	0.0	1.0	2.0
TOTAL		0.0	0.0	1.0	2.0

CITY OF LEON VALLEY
GENERAL FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2018

Business Office

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
Court Content Management System				25,000				
TOTAL BUSINESS OFFICE			\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Non Funded
TOTAL BUSINESS OFFICE			\$ -	\$ -	\$ -	\$ -	\$ -

Finance Department

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
TOTAL FINANCE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Non Funded
TOTAL FINANCE			\$ -	\$ -	\$ -	\$ -	\$ -

Manager and Council

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
Streaming of Council Meetings	2017	New	\$6,500					
Camera/Monitor - Council Chambers	2017	New	10,600					
Postage Machine	2007	Replacement	6,165					
Copier/Scanner/Printer - Mailroom	2010	Replacement		9,179	7,659			
Copier/Scanner/Printer - Admin Office	New	New						
TOTAL MANAGER AND COUNCIL			\$23,265	\$9,179	\$7,659	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
TOTAL MANAGER AND COUNCIL			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2018

Item Description:
Streaming Software

100-5300-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
To broadcast the City Council Meetings on the City's website.

NUMBER OF ITEMS	1
COST PER ITEM	6,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$6,500</u>

City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2018

Item Description:

Camera Change and Additional Monitor in Council Chambers

100-5300-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:

So staff can control the cameras and to have a better view of presenter.

As requested by Council Member Martinez

NUMBER OF ITEMS	1
COST PER ITEM	10,600
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$10,600</u>

**City of Leon Valley
Manager and Council
Request for Capital
Fiscal Year 2018**

Item Description:
Postage Machine and scale
100-5300-540.01

Description of Benefit from Purchase in Improved Service or Lower Cost:
Benefit would be to get mail out.

NUMBER OF ITEMS	1
COST PER ITEM	\$6,165
ADDITIONAL COST PER ITEM	
TOTAL	<u><u>\$6,165</u></u>

Police Department

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
OTAL POLICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
OTAL POLICE			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fire Department

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
Self Contained Breathing Apparatus	Variable	Replacement	32,000					
ambulance plus power stretcher sys	2004	Replacement	204,000					
000mhz Radios	2004	Replacement		200,000				
Self Contained Breathing Apparatus	Variable	Replacement		25,000				
Physio-Control 12 lead ECG Monitor	2008	Replacement		34,000				
Food Barrier Gates	Variable	Replacement			197,000			
Rescue "Jaws" Tools	Variable	Replacement			50,000			
Self Contained Breathing Apparatus	Variable	Replacement			25,000			
Command Vehicle	2002	Replacement			32,000			
ambulance Power Stretcher	2007	Replacement				26,000		
breathing Air Compressor	1991	Replacement				41,000		
Physio-Control 12 lead ECG Monitor	2008	Replacement				36,000		
Utility Terrain Vehicle (UTV)	None	New				15,000		
0000 Pierce Ladder Truck	2000	Replacement					1,000,000	
TOTAL FIRE DEPARTMENT			\$ 236,000	\$ 259,000	\$ 304,000	\$ 118,000	\$ 1,000,000	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
Asst. Chief pickup	2013	Replacement	38,000					
ambulance	2007	Replacement	220,000					
ambulance Power Stretcher	2010	Replacement		28,000				
Inspector pickup	2014	Replacement		35,000				
Fire Station Technology	2013	Replacement			70,000			
Utility Terrain Vehicle	2013	Replacement			15,000			
Physio-Control 12 lead ECG Monitor	Variable	Replacement				38,000		
ambulance Power Stretcher	2010	Replacement				30,000		
Rescue Air Bags	2013	Replacement				30,000		
Self Contained Breathing Apparatus	Variable	Replacement					36,000	
ambulance	2014	Replacement					230,000	
TOTAL FIRE DEPARTMENT			\$ 258,000	\$ 63,000	\$ 85,000	\$ 98,000	\$ 266,000	\$ -

City of Leon Valley
Fire

Request for Capital
Fiscal Year 2018

Item Description:
Self-Contained Breathing Apparatus

100-5520-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:

This expense is requested to replace the city's aging firefighting breathing apparatus. The Self Contained Breathing apparatus are necessary respiratory protection for firefighting operations.

NUMBER OF ITEMS	5
COST PER ITEM	\$6,400
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$32,000</u></u>

**City of Leon Valley
Fire
Request for Capital
Fiscal Year 2018**

Item Description:

Ambulance with power stretcher system installed.

100-5540-540.11

Description of Benefit from Purchase in Improved Service or Lower Cost:

This expense is requested to replace the city's 14 year old ambulance.

The ambulance is used to respond to emergency medical calls.

Cost includes \$20,000 estimate for trade-in for Medic 3 (2004 GMC Ambulance)

Included in the cost is a power stretcher system.

The ambulance power stretcher is necessary to support and lift EMS patients into ambulances and will be installed by a separate vendor on the new ambulance.

NUMBER OF ITEMS 1

COST PER ITEM \$204,000

ADDITIONAL COST PER ITEM -

TOTAL \$204,000

Public Works

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
1) Evers Rd ADA sidewalk project	New	New	120,000					
2) C2 Flatbed Water Truck Class 6	1985	Replacement	45,000					
3) C9 Pro-Mixer Concrete Trailer	2009	Replacement	15,000					
4) M6 Backhoe - no parts available	1998	Replacement	75,000					
5) M10 F150 Pick-Up 1/2 ton	1997	Replacement	25,000					
6) C8 Dump truck	1989	Replacement	35,000					
7) Server	2008	Replacement	6,000					
8) S26 Gator	2010	Replacement	15,000					
9) Traffic Signal System - Wurzbach	1984	Replacement	150,000					
Evers Road Bridge	New	New	1,287,750					
Marquee Sign - library	unknown	Replacement		50,000				
C14 Flatbed Truck 1 ton	1994	Replacement		45,000				
Sidewalks	Replacement	Replacement		125,000				
C6 Dump truck	1987	Replacement		97,000				
C17 Dump truck	1998	Replacement		110,000				
C13 Asphalt Paver Machine	1999	Replacement		60,000	100,000			
C7 Front end Loader	1998	Replacement			20,000			
Sidewalks	Replacement	Replacement			20,000			
C11 Solar Tech Arrow Board	2006	Replacement			20,000			
M1 F150 Pick-Up 1/2 ton	2012	Replacement			20,000			
M12 Bobcat Tractor	2003	Replacement			36,000			
M2 F150 Pick up 1/2 ton	2012	Replacement			65,000			
M8 2500 Pick-Up 3/4 ton	2003	Replacement			36,000			
Sidewalks	Replacement	Replacement			36,000			
M7 Rhino Boom Mower	2006	Replacement				20,000	15,000	
Auto Lift	2001	Replacement					7,000	
Sidewalks	Replacement	Replacement					20,000	
M5 F350 Pick-Up 1 ton	2006	Replacement					37,000	
C18 Big Roller	1999	Replacement					90,000	
M2 Case Backhoe	2010	Replacement					90,000	
TOTAL PUBLIC WORKS			\$ 1,773,750	\$ 487,000	\$ 313,000	\$ 20,000	\$ 259,000	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
M3 F150 Pick-Up 1/2 ton	2012	Replacement	35,000	36,000				
M14 F150 Pick-Up 1/2 ton	2013	Replacement		15,000				
C-12A Doosan Compressor	2013	Replacement		45,000				
C-10A Leeboy Motor Grader	2014	Replacement						
TOTAL PUBLIC WORKS			\$ 35,000	\$ 96,000	\$ -	\$ -	\$ -	\$ -

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018**

Item Description:

Supplies and materials to complete the Evers Rd sidewalk project.
the ADA sidewalk project along Evers Road.

100-5600-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:

To remove hazardous existing sidewalks and provide for walkability, in accordance with ADA requirements.

NUMBER OF ITEMS	1
COST PER ITEM	120,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$120,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018

Item Description:

Replace 1985 C2 Diesel Flatbed Water Truck Class 6

100-5600-540.11

Description of Benefit from Purchase in Improved Service or Lower Cost:

To water trees, and roadways during construction projects. The existing truck is 32 years old and parts are not available. In addition, this truck is not a true water truck - it is a flat bed dump truck that has been converted to hold a water tank.

NUMBER OF ITEMS	1
COST PER ITEM	45,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$45,000</u></u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018**

Item Description:
Replace 2009 C9 Pro-mixer and trailer
100-5600-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
To mix concrete for sidewalks and drainage structures, and to mix other materials for trails. Existing mixer is a mortar mixer and is not suitable for use as concrete mixer. The blades break when hit by rocks, the concrete has to be manually removed after mixing, and parts are becoming harder to find.

NUMBER OF ITEMS	1
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$15,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018

Item Description:
Replace 1998 M6 Backhoe
100-5600-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
The backhoes are used every day in various construction projects, and to assist in the removal of spoils from the storage yard. In addition, this backhoe is used to desilt creeks. The existing backhoe is 19 years old and parts are unavailable.

NUMBER OF ITEMS	1
COST PER ITEM	75,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$75,000</u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018**

Item Description:
Replace 1997 M10 Pickup Truck 1/2 ton
100-5600-540.11

Description of Benefit from Purchase in Improved Service or Lower Cost:
This truck is used to transport mechanics to parts facilities and to pickup/deliver City vehicles from various facilities and repair shops. The existing truck is 20 years old, has over 100,000 miles, and has passed it's useful and economic life.

NUMBER OF ITEMS	1
COST PER ITEM	25,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$25,000</u></u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018**

Item Description:

Replace 1990 C8 Diesel Dump truck Class 6

100-5600-540.11

Description of Benefit from Purchase in Improved Service or Lower Cost:

To haul sand, gravel, top soil, road base, and asphalt for road and sidewalk construction projects. Existing truck is 27 years old and parts are unavailable. Truck has passed it's useful and economic life.

NUMBER OF ITEMS	1
COST PER ITEM	35,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$35,000</u></u>

City of Leon Valley
Public Works
 Request for Capital
 Fiscal Year 2018

Item Description:
 Replace computer system server
 100-5600-540.01

Description of Benefit from Purchase in Improved Service or Lower Cost:
 The existing server stores all Public Works data and runs desktop software for each computer.
 The recommended replacement schedule for servers is 5 - 8 years and the existing server is 9 years old.

NUMBER OF ITEMS	1
COST PER ITEM	6,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$6,000</u></u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018

Item Description:
Addition of 2nd All Terrain Utility Vehicle

100-5600-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:

The utility vehicle is used to travel to and from the parks during park cleanups. This reduces emissions from the use of a pickup truck, as it can be connected to a trailer for the removal of trash bags. The existing Gator is 7 years old and is starting to require more repairs, due to heavy usage. In addition, with the addition of new crew members, two Gators would result in not having to use another truck.

NUMBER OF ITEMS	1
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$15,000</u>

City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018

Item Description:

Replace traffic signal system at Wurzbach and Exchange Parkway

100-5600-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:

The existing traffic signal system is experiencing more breakdowns and parts for this system are obsolete. The current equipment was installed in 1984 and should have been replaced in 2004. In addition, the bulbs in the system are not LED and costs for electricity to this system would be reduced by approximately one-half of current usage.

NUMBER OF ITEMS	1
COST PER ITEM	150,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$150,000</u></u>

**City of Leon Valley
Public Works
Request for Capital
Fiscal Year 2018**

Item Description:

Construction of a multi-culvert bridge on Evers Road at Huebner Creek.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Replacing the existing low water crossing on Evers Road at Huebner Creek will assure the roadway remains open, except during heavy flooding events. The existing low water crossing has past its useful life and has been severely damaged due to the number of flood events during the past two years. The new bridge type structure was begun in the summer of 2017 and is expected to be completed in February of 2018.

Engineering \$108,000

Construction \$1,179,750

Total \$1,287,750

NUMBER OF ITEMS	1
COST PER ITEM	1,287,750
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$1,287,750</u></u>

Development

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
TOTAL DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
TOTAL DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Economic Development

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
TOTAL ECONOMIC DEVELOPMENT			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Parks

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
ilo Park Pavilion	2018	New	15,000					
ilo Park Playscape	2018	New	45,000					
old Mill pavilion	2018	New	15,000					
old Mill Park playscape	2018	New	45,000					
old Mill fencing	2018	New	35,000					
idge Park fitness equipment	2018	New	12,000					
TOTAL PARKS			\$ 167,000	\$ -	\$ -	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
ulti-purpose play structure	1996	Replacement					125,000	
layground equipment Natural Area	2013	Replacement					50,000	
ilo fitness equipment	2016	Replacement					12,000	
idge Park fitness equipment	2018	New					12,000	
TOTAL PARKS			\$ -	\$ -	\$ -	\$ -	199,000	\$ -

City of Leon Valley
Parks
 Request for Capital
 Fiscal Year 2018

Item Description:
 Pavilion for Silo Park

100-5850-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:
 Improvements as per Council direction to Silo Park. Pavilion will provide shaded seating area

NUMBER OF ITEMS	1
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$15,000</u>

City of Leon Valley
Parks
Request for Capital
Fiscal Year 2018

Item Description:
Playscape for Silo Park
100-5800-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improvement to the Silo Park as per Council direction. The playscape will provide recreational opportunities for children visiting this park.

NUMBER OF ITEMS	1
COST PER ITEM	45,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$45,000</u></u>

City of Leon Valley
Parks

Request for Capital
Fiscal Year 2018

Item Description:
Pavilion for Old Mill Park

100-5800-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improvements as per Council direction to Old Mill Park. Pavilion will provide shaded seating area

NUMBER OF ITEMS	1
COST PER ITEM	15,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u>\$15,000</u>

City of Leon Valley
Parks
Request for Capital
Fiscal Year 2018

Item Description:
Playscape for Old Mill Park

100-5800-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improvement to the Old Mill Park as per Council direction. The playscape will provide recreational opportunities for children visiting this park.

NUMBER OF ITEMS	1
COST PER ITEM	45,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$45,000</u></u>

City of Leon Valley
Parks
Request for Capital
Fiscal Year 2018

Item Description:
Fencing for Old Mill Park
100-5800-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:
Improvement to the Old Mill Park as per Council direction: The fencing will provide privacy for the surrounding neighbors.

NUMBER OF ITEMS	1
COST PER ITEM	35,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$35,000</u></u>

City of Leon Valley
Parks
Request for Capital
Fiscal Year 2018

Item Description:
 Fitness equipment for the Ridge Park

100-5800-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
 Improvement to the Ridge Park as per Council direction. The fitness equipment will provide outdoor fitness and recreational opportunities for persons in that community.

NUMBER OF ITEMS	1
COST PER ITEM	12,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$12,000</u></u>

Library

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
Library materials-all formats all ages	New	New	10,000	5,000				
Library materials-all formats all ages	New	New						
Library materials-all formats all ages	New	New						
Library materials-all formats all ages	New	New						
TOTAL LIBRARY			\$ 10,000	\$ 10,000	\$ 5,000	\$ -	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
Air Units 3 @approx. \$10K each	Replacement	Replacement				30,000		
TOTAL LIBRARY			\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
TOTAL BY FISCAL YEAR	\$ 2,210,015	\$ 790,179	\$ 629,659	\$ 138,000	\$ 1,259,000	\$ -

	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
TOTAL BY FISCAL YEAR	\$ 2,503,015	\$ 159,000	\$ 85,000	\$ 128,000	\$ 266,000	\$ -

**City of Leon Valley
Library
Request for Capital
Fiscal Year 2018**

Item Description:

Library materials of all types for all ages. Additions to the library collection are important for keeping current in each collection and in all types of mediums. Purchase will be for print materials for all ages in fiction and non-fiction, Large Type, and Spanish Language. We will continue to add audio books on CD for all ages. Ebooks and downloadable audio books will be purchased through the Overdrive Consortium for all ages and all collections. Popular DVDs will be added as released. Emphasis will be on replacing outdated materials in addition to purchasing the popular and highly requested titles.

100-5850-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:

Increased service and satisfaction to our customers by having the items they are looking for in the formats they want.
Increased circulation and use of the library. Literacy support to families. Senior citizen satisfaction with books and service.

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$10,000</u></u>

CITY OF LEON VALLEY
ENTERPRISE FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2018

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
1)WA-replace water Mains City-wide	1960 - 1990	Replacement	150,000					
4)WA-W6 Utility Truck F350 3/4 ton	1995	Replacement	20,000					
WA - Purchase Water Rights	2018	New	130,000					
1)SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement	150,000					
2)STW - M9 Case Mower Tractor w/shred	2003	Replacement	30,000					
STW - Land Purchase	New	New	90,000					
WA - Purchase Water Rights	2018	New		140,000				
WA-Replace Water Mains City-Wide	1960-1990	Replacement		150,000				
WA-Grass Hill storage building	1997	Replacement		7,000				
WA-Elevated storage tank - Marshall	1960	Replacement		800,000				
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement		150,000				
WA-W1 Dump truck mid-size	1994	Replacement			70,000			
WA - Purchase water rights	2019	New			140,000			
WA-Replace Water Mains City-Wide	1960-1990	Replacement			150,000			
WA-W8 Case Backhoe	2009	Replacement			80,000			
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement			150,000			
WA - Purchase water rights	2019	New			140,000	140,000		
WA-Replace Water Mains City-Wide	1960-1990	Replacement			150,000	150,000		
WA-Elevated storage tank - Grass Hill		Rehab			400,000	400,000		
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement			150,000	150,000		
WA - Purchase water rights	2019	New				140,000	140,000	
WA-Elevated storage tank - Taylor		Rehab				400,000	400,000	
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement					150,000	
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement					150,000	
TOTAL BY FISCAL YEAR			\$ 570,000	\$ 1,247,000	\$ 590,000	\$ 840,000	\$ 840,000	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	Non Funded
WA-Replace water mains city-wide	1960-1990	Replacement	150,000					
WA-W3 1/2 ton pickup truck	2013	Replacement	30,000					
WA- Purchase Water Rights	New	New	140,000					
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement	150,000					
WA- Purchase Water Rights	New	New		140,000				
WA-Replace water Mains City-wide	1960 - 1990	Replacement		150,000				
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement		150,000				
SW-W10 3/4 ton Pickup truck	2016	Replacement		35,000				
SW-W11 Sewer jet machine	2016	Replacement		35,000				
WA-Replace water Mains City-wide	1960 - 1990	Replacement			150,000			
WA- Purchase Water Rights	New	New			140,000			
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement			150,000			
WA-Replace water Mains City-wide	1960 - 1990	Replacement				150,000		
WA-Purchase water rights	New	New				140,000		
SW-Replace Sewer Mains City-wide	1960 - 1990	Replacement				150,000		
TOTAL BY FISCAL YEAR			\$ 470,000	\$ 510,000	\$ 440,000	\$ 440,000	\$ -	\$ -

City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2018

Item Description:
 Replace portions of water mains city-wide+A47
 200-5310-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:
 To assure continuation of water service to the citizens. To prevent costly
 mains breaks and cleanup costs from water main breaks.

NUMBER OF ITEMS	1
COST PER ITEM	150,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$150,000</u></u>

**City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2018**

Item Description:
Replace 1994 W6 Utility Truck 3/4 ton
200-5310-540.11

Description of Benefit from Purchase in Improved Service or Lower Cost:
To haul crews and construction equipment during water and sewer main repair projects.
Existing truck is 22 years old and has passed it's useful and economic life.

NUMBER OF ITEMS	1
COST PER ITEM	20,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$20,000</u></u>

City of Leon Valley
Enterprise Fund - Water
Request for Capital
Fiscal Year 2018

Item Description:

Purchase 20 acre feet of water rights

200-5310-540.32

Description of Benefit from Purchase in Improved Service or Lower Cost:

To assure an adequate supply of water for the citizens. This addition is paid from water supply fees paid through the water billing system.

NUMBER OF ITEMS	20
COST PER ITEM	6,500
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$130,000</u></u>

City of Leon Valley
Enterprise Fund - Sewer
Request for Capital
Fiscal Year 2018

Item Description:
 Replace portions of sewer mains city-wide
 20-5320-540.51

Description of Benefit from Purchase in Improved Service or Lower Cost:
 To assure continuation of sewer service to the citizens. To prevent costly
 main breaks and cleanup costs from sewer main breaks.

NUMBER OF ITEMS	1
COST PER ITEM	150,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$150,000</u></u>

City of Leon Valley
Enterprise Fund - StormWater
Request for Capital
Fiscal Year 2018

Item Description:
Mowing Tractor with shredder
200-5336-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
To mow creeks and drainage ways in accordance with Best Management Practices for the Stormwater Management Program.

NUMBER OF ITEMS	1
COST PER ITEM	30,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$30,000</u></u>

City of Leon Valley
Enterprise Fund - StormWater
Request for Capital
Fiscal Year 2018

Item Description:

Purchase two properties, being P-7B and P-7K, ABS 432, CB 4430
 being a total of 3.82 acres of land along Huebner Creek , in the 6900 block of Poss Road

200-5336-540.31

Description of Benefit from Purchase in Improved Service or Lower Cost:

To acquire floodplain land for the purpose of controlling stormwater runoff and to mitigate
 flooding and bank erosion along Huebner Creek.

NUMBER OF ITEMS	2
COST PER ITEM	45,000
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$90,000</u></u>

CITY OF LEON VALLEY
COMMUNITY CENTER FUND 10 YEAR CAPITAL ACQUISITION PLAN
FY 2018

Item	Acquisition Date	Purchase Type	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	Non Funded
Community Center Kitchen Remodel A/C (4) Units Conference Center	2000 2000	Replacement Replacement	13,244			50,000		
TOTAL BY FISCAL YEAR			\$ 13,244	\$ -	\$ -	\$ 50,000	\$ -	\$ -

Item	Acquisition Date	Purchase Type	FY 22-23	FY 23-24	FY 24-25	FY 24-25	FY 25-26	Non Funded
A/C (2) Units Community Center	2007	Replacement					28,000	
TOTAL BY FISCAL YEAR			\$ -	\$ -	\$ -	\$ -	\$ 28,000	\$ -

**City of Leon Valley
Community Center
Request for Capital
Fiscal Year 2018**

Item Description:

Demo existing cabinets, countertops and disconnect plumbing. Furnish and install Cabinets to include existing 12 ft base cabinets along back wall
Move existing island two feet to allow more space at ice maker.
New laminate tops to replace existing. Four feet of additional tops for new Cabinet doors to include locks.
Furnish and install new stainless sink, new faucet and disposal.
Rework electrical wiring after moving island two feet and reinstalling
Haul away all job related debris and properly dispose of.

Description of Benefit from Purchase in Improved Service or Lower Cost:

Upgrade kitchen to generate more interest in rental.

710-5100-540.51

NUMBER OF ITEMS	Varies
COST PER ITEM	Varies
ADDITIONAL COST PER ITEM	-
TOTAL	<u><u>\$13,244</u></u>

CITY OF LEON VALLEY
POLICE FORFEITURE 10 YEAR CAPITAL ACQUISITION PLAN
FY 2018

Item	Acquisition Date	Purchase Type	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Non Funded
Portable Hand-Held Radios	Variable	New	102,000					
In-Car Camera Systems	Variable	Replacement	28,950					
Traffic Preemption Control Sys	Variable	Replacement	68,055					
In-Car Camera Systems	Variable	Replacement		28,950				
Administrative Police Vehicles (5)	Variable	Replacement		150,000				
Video Server	Variable	Replacement		10,000				
Undercover Police Vehicles (2)	Variable	Replacement		60,000				
Police Patrol Vehicles	Variable	Replacement			170,000			
Undercover Police Vehicles (2)	Variable	Replacement				60,000		
Police Patrol Vehicles	Variable	Replacement				70,000		
Mobile Digital Terminals	Variable	Replacement				60,000		
Police Patrol Vehicles	Variable	Replacement					105,000	
Multi Function Copier	Variable	Replacement					7,000	
TOTAL BY FISCAL YEAR			\$199,005	\$248,950	\$170,000	\$190,000	\$112,000	\$ -

Item	Acquisition Date	Purchase Type	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Non Funded
Undercover Police Vehicles (2)	Variable	Replacement	60,000					
In-Car Camera Systems	Variable	Replacement	28,950					
Video Server	Variable	Replacement		10,000				
In-Car Camera Systems	Variable	Replacement		28,950				
Police Patrol Vehicles	Variable	Replacement		105,000				
Undercover Police Vehicles (2)	Variable	Replacement			60,000			
Police Patrol Vehicles	Variable	Replacement			140,000			
Administrative Police Vehicles (5)	Variable	Replacement				150,000		
Mobile Digital Terminals	Variable	Replacement				60,000		
Multi Function Copier	Variable	Replacement					7,000	
Portable Hand-Held Radios	Variable	New					150,000	
Undercover Vehicles (2)	Variable	Replacement					60,000	
TOTAL BY FISCAL YEAR			\$88,950	\$143,950	\$200,000	\$210,000	\$217,000	\$0

**City of Leon Valley
Police Forfeiture
Request for Capital
Fiscal Year 2018**

Item Description:
Hand Held Emergency Mobile Radio

901-5100-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:
This expense is requested to purchase 20 additional hand-held mobile radios for the police department. The additional radios will be issued to the Code Enforcement/Animal Control officers, Arson Investigators, and the rest will be on hand for our reserve officers.

NUMBER OF ITEMS	20
COST PER ITEM	\$5,100
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u><u>\$102,000</u></u>

**City of Leon Valley
Police Forfeiture
Request for Capital
Fiscal Year 2018**

Item Description:

COBAN In-car Camera System

901-5100-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:

This expense is requested to purchase five COBAN In-car Camera Systems. These systems would replace five of the current systems that are in the vehicle but are no longer in service. The cameras being replaced were originally purchased in May 2013.

NUMBER OF ITEMS	5
COST PER ITEM	\$5,790
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u><u>\$28,950</u></u>

City of Leon Valley
Police Forfeiture
Request for Capital
Fiscal Year 2018

Item Description:
Traffic Signal Light Preemption Control System.

901-5100-540.21

Description of Benefit from Purchase in Improved Service or Lower Cost:

This expense is requested to replace and install a new Traffic Signal Light Preemption system
The traffic signal light preemption control system will allow Firefighters and Police Officers to control the traffic lights while responding to emergencies.

NUMBER OF ITEMS	1
COST PER ITEM	\$68,055
ADDITIONAL COST PER ITEM	\$0
TOTAL	<u>\$68,055</u>